

## Security Matrix Redesign Implemented in AHLTA Build 3.3 Categories and Keys

The basic change to the AHLTA Security Matrix is to move from a role-based system to a group-based model. Each group contains a set of keys. These generalized “keys” are organized within multiple categories (see below). An individual user is given the keys appropriate to their job (not their role). Categories are organized into logical groupings of keys, which make it easier for the security administrator to know what keys to give a User Group and/or User. Keys are defined at the Enterprise level, and each user is typically given one Key from several Categories (locally determined). The local system administrators can create groupings at the MTF level with associated keys that fit their facility.

The following tables provide information for users & security administrators for User Categories, associated Keys & Job-based key descriptions. These are color-coded to allow ease of reading individual User categories & their associated Keys/Job-based descriptions.

Category	Keys	Key Descriptions
Patient Access	Patient Documentation Only	Patient Coupler View only
Core Access Level	Level 1- Basic Clerk Functions	Appointments, Telcons, Patient Search, and Demographics
(Select only one)	Level 2- View Patient Chart (Read only)	Appointments, Telcons, Patient Search, and Demographics Plus Read-only access to the patient's chart
	Level 3- Limited Documentation	User can read the Patient's health history and update it except Problems, Med List, and Readiness module, and can document in the current encounter. Note: Signature of encounter managed via "Encounter Signature" Category.
	Level 4- Standard Documentation	User can read and update the Patient Health History modules and the current encounter. Note: signature of encounter managed via "Encounter Signature" Category.
<b>Optional Adjunct Keys</b>		
Category	Key	Key Descriptions
Order Signature Class	Consult Orders Only	User can order consults only. User has access to and can create Order Sets (only can use consults in order sets).

Category	Keys	Key Descriptions
(select only one, if required)	Order Signature Class 0 (Clerk with Limited Order Entry)	Matches CHCS Signature Class 0 (Clerk with Limited Ordering). A user with this key can enter a new order and modify, renew, reactivate, and place an order on hold for an ordering HCP, but cannot cancel an order. The new order will not be active until signed by a Order Signature Class 1-4 user. Order types include Lab, Rad, Outpatient Med, and consults. If a Order Signature class 1 (Nurse) user signs these orders, all but prescription orders will become active, but they will still require signing by a Class 2-4 HCP level user. Prescription orders become active when signed by an Order Signature Class 3-4 user. If an allergy warning occurs for this user, the order may not be placed.
	Order Signature Class 1 (Clinical Nurse)	Matches CHCS Signature Class 1 (Clinical Nurse). A user with this key can enter a new order and modify, renew, reactivate, cancel, and place an order on hold for an ordering HCP. All order types require a signature by an HCP. However, all order types but prescriptions will be active when submitted. Prescription orders become active when signed by an Order Signature Class 3-4 user. If an allergy warning occurs for this user, the order may not be placed.
	Order Signature Class 2 (HCP Requiring Countersignature)	Matches CHCS Signature Class 2 (HCP requiring Countersigning). This user can do order entry activities, with the orders being active, but they require countersigning by a Order Signature Class 4 user.
	Order Signature Class 3 (HCP)	Matches CHCS Signature Class 3 (HCP). This user can perform all order related functions with the orders being active and signed upon submission. This user may sign orders entered by Order Signature Class 0-1 users.
	<b>Order Signature Class 4 (Countersigning HCP)</b>	Matches CHCS Signature Class 4 (Countersigning HCP). This user can perform all order related functions with the orders being active and signed upon submission. This user may sign orders entered by Order Signature Class 0-1 users and countersign orders entered by Order Signature Class 2 users.
Encounter Signature	Encounter Signature- Requires Co-signature	Users with this key may sign encounters, but must have them co-signed. Note: The ability to sign an encounter is not exclusively controlled by the security matrix but rather is dependent upon the following: the encounter must have an appointment type mapped to that user in the provider profile and the appointment must be assigned to that user.
(select only one, if required)	<b>Encounter Signature- Can Sign</b>	Users with this key may sign encounters without them needing to be co-signed. Note: The ability to sign an encounter is not exclusively controlled by the security matrix but rather is dependent upon the following: the encounter must have an appointment type mapped to that user in the provider profile and the appointment must be assigned to that user.

Category	Keys	Key Descriptions
	Encounter Signature- Can Co-sign	Users with this key may co-sign other encounters requiring co-signature. Note: The ability to sign an encounter is not exclusively controlled by the security matrix but rather is dependent upon the following: the encounter must have an appointment type mapped to that user in the provider profile and the appointment must be assigned to that user.
Sensitive Data Access	HIV Results-Break-the-Glass access	Read access to HIV results ordered by another provider, but only after "breaking-the-glass."
(use only as required)	Sensitive Record (general)-Break-the-Glass Access	Read access to encounters marked as sensitive written by another provider, but only after "breaking-the-glass."
	VIP Record Access	This key is required to access VIP records.
Special Documentation Tools	Clinic Documentation Tools Management	This key is required to manage (create, update, delete) Clinic Lists, Templates/order sets, Questionnaires, Plans of Care, and Patient Education items for a given clinic (those to which the user is assigned).
	All Clinic Documentation Tools Management	This key opens up all clinics in an MTF to the user for management (create, update, delete) of templates/order sets. Similar access for questionnaires, clinic lists, plans of care, and patient education items are scheduled for implementation in the future. Primary use of this key is for initial deployment teams configuration of new sites, and subsequent locally driven clinic management.
	MTF Documentation Tools Management	This key is required to manage (create, update, delete) MTF Templates/order sets, Questionnaires, Plans of Care, Patient Education items, and MTF Reminder Configuration (e.g. default orders for reminders) for a given MTF (those to which the user is assigned).
	All MTF Documentation Tools Management	This key opens up all MTF folders (all MTFs in the enterprise) to the user for management (create, update, delete) of MTF Templates/order sets and MTF Reminder Configuration (e.g. default orders for reminders). Similar access for questionnaires, Plans of Care, and Patient Education items are scheduled for implementation in the future. A primary use of this key is for initial deployment teams to configure new sites.
	Scanning and Attachments	This key is required as an adjunct key to scan and attach documents to a patient record IF the user does not have Core Access Level of Limited Documentation (3) or Standard Documentation (4).
	<b>Administrative Closing of Encounters</b>	This key is required for a user to be able to administratively close an encounter. The coding data for Administratively Closed Encounters does NOT write to ADM (PAS Status and ADM record status are not changed). The encounter must not be completed in CHCSII and must have a completed

Category	Keys	Key Descriptions
		ADM record for the appointment.
<b>Immunizations</b>	<b>Immunizations Level 1- Basic Documentation</b>	A user with this key may give a patient a vaccine.
(select only one of "levels 1-3", if required)	<b>Immunizations Level 2- Standard Access</b>	A user with this key may give a patient a vaccine, run immunizations reports, read UIC info, and access the Ref Log.
	<b>Immunizations Level 3- Local Immunizations Admin</b>	A user with this key may give a patient a vaccine, run immunizations reports, read UIC info, access the Ref Log, and do all local immunizations admin tasks.
	<b>Mass Immunizations (multiple entry)</b>	This key is required to perform mass immunizations (do multiple simultaneous immunization entry). This key is added to Immunizations Level 1-3, as required.
<b>Dental</b>	<b>Dental Level 1- Standard Access</b>	A user with this key has Read, Create, Update, and Delete access to the Core Dental modules.
(select only one, if required)	<b>Dental Level 2- Standard Plus Anesthetic Administration</b>	A user with this key has Read, Create, Update, and Delete access to the Core Dental modules and can document administration of anesthetics
<b>SRTS II</b>	<b>SRTS II Level 1- Basic Access</b>	A user with this key can access SRTS Order Entry and SRTS Order Management.
(select only one, if required)	<b>SRTS II Level 2- Standard Access</b>	A user with this key can access SRTS II Order Entry, SRTS II Order Management, SRTS II Reports, and configure Frame defaults and the SRTS II Facility Profile.
<b>Reports</b>	<b>Basic Reports</b>	This key is required to do Screening Services Notifications at the PCM level, to access and run Clinic level reports, Non-MTF Population health reports and reports on the Customized, Preventive, and Standard reports tabs.
(one or more may be selected as required)	<b>CPG Reports</b>	This key is required to access and run reports on the CPG report tab.
	MTF Reports	This key is required to do Screening Services Notifications at the MTF level, and to access and run MTF-based Population health reports.
	Provider Ad Hoc (patient identifiable data)	This key is required to access the Business Objects Provider, PCM, Cosigner Universes.
	MTF Ad Hoc (anonymous data)	This key is required to access the Business Objects MTF anonymous data universe (no patient identifiable info) .
	MTF Ad Hoc (patient identifiable data)	This key is required to access the Business Objects MTF Patient Identifiable Data universe.
	Enterprise Ad Hoc (anonymous data)	This key is required to access the Business Objects

Category	Keys	Key Descriptions
		Enterprise anonymous data universe (no patient identifiable info).
	Enterprise Ad Hoc (patient identifiable data)	This key is required to access the Business Objects MTF anonymous data (no patient identifiable info) universe.
Local System Admin	Local System Administrator	This key is required to access the drug cost information- better named drug alternatives (used for certain "drug cost" reports), and additional access to manage reports and questionnaires. Note: most local administrators will have access to many other functions that are not directly available through the AHLTA GUI (e.g., security roles and keys assignments, and other "mid-tier" process). The access to these external functions are managed elsewhere.
(use only as required)		
Enterprise Level Only Tools	Enterprise Documentation Tools Management (no local use)	This key is required to manage (create, update, delete) Enterprise Templates/order sets, Questionnaires, Plans of Care, and Patient Education items.
(no local use)	Enterprise Immunizations Admin (no local use)	This key is required to do Central Vaccine Management
	Enterprise SRTS II Admin (no local use)	This key is required to do configure SRTS II business rules
	Enterprise Patient Merge Administration	This key enables access to the Patient Merge administration functions, including reports, duplicate patient verification, and patient merge error corrections. Note, all users may flag records as potential duplicates or potential merge errors.
	Alert System Management Admin (no local use)	This key is required to configure Reminders for the entire enterprise. While a user with documentation access may configure reminders for an individual, the configuration of reminders for a population can currently only be done at an enterprise level with this key.

## Sample Security Role Mappings

When the revised security matrix is deployed to the field, the goal is to provide a seamless migration. System administrators will not be required to manually migrate users by defining User Groups and associating each individual user with the appropriate Group(s). Instead, an automated capability will be provided that will take existing AHLTA users, who have a particular role in the old version of the security matrix, and migrate these users into a specific User Group that is pre-configured with specific Keys. Once the migration of users is completed, the MTF system administrators may change User to User Group and User Group to Key associations as business needs and/or jobs change.

The following tables provide comparisons for Users & User Groups between the old Role-based Security Matrix & the new Job-based Security Matrix. These are color-coded to allow ease of reading individual “Local Group” categories & their associated Roles/Keys.

New Default Local Group	Old Roles Mapping	Keys Assigned
Provider (co-signing)	Provider (Attending; ER Provider (Attending); Provider (Psychiatrist); Provider (Fellow)	
		Core: Level 4- Standard Documentation
		OE: Order Signature Class 4 (Countersigning HCP)
		Encounter Signature: Encounter Signature- Can Co-sign
		Sensitivity: HIV Results Break-the-glass Access; Sensitive Record (general) Break-the-glass Access
		Reports: Basic Reports, Provider Ad Hoc (patient identifiable data)
Provider (can Sign)	Mid-level Provider (PA); Mid-level Provider(NP/NA/NM); Provider (Resident); Provider (Intern/Resident); Independent Medic	
		Core: Level 4- Standard Documentation
		OE: Order Signature Class 3 (HCP)
		Encounter Signature: Encounter Signature Can Sign
		Sensitivity: HIV Results Break-the-glass Access; Sensitive Record (general) Break-the-glass Access
		Reports: Basic Reports, Provider Ad Hoc (patient identifiable data)
Provider (Requires Co-sign)	Medical Student	
		Core: Level 4- Standard Documentation
		OE: Order Signature Class 1 (Clinical Nurse)
		Encounter Signature: Encounter Signature- Requires Co-signature
		Sensitivity: HIV Results Break-the-glass Access; Sensitive Record (general) Break-the-glass Access
		Reports: Basic Reports

<b>New Default Local Group</b>	<b>Old Roles Mapping</b>	<b>Keys Assigned</b>
Other Providers	Therapists (PT/OT,Optometry, Audiometry, Speech/Family Advocacy); Psychologist; Social Worker; Worker (Mental Health); Nutritionist/dietician; Nurse Wellness	
		Core: Level 4- Standard Documentation
		OE: Consult Orders Only
		Encounter Signature: Encounter Signature Can Sign
		Reports: Basic Reports, Provider Ad Hoc (patient identifiable data)
Non-providers with NPOE	Nurse (RN)-Includes Perfusionists; Nurse (RN) with limited ordering (e.g. ER); Technician/Corpsman with Limited Ordering (eg ER); Community Health Nurse	
		Core: Level 4- Standard Documentation
		OE: Order Signature Class 1 (Clinical Nurse)
		Reports: Basic Reports,
Non-providers (no NPOE)	Technician/Corpsman; Nurse (LPN); Nursing Student (supervised); Nurse Assistant	
		Core: Level 3- Limited documentation
Clerk with NPOE	Ward Clerk with limited ordering	
		Core: Level 1- Basic Clerk Functions
		OE: Order Signature Class 0 (Clerk with Limited Order Entry)
Read Only User	Read Only User	
		Core: Level 2 – View patient chart (Read only)
	Healthcare Admin specialist	
Clerk	Ward Clerk; Scheduling Clerk	
		Core: Level 1- Basic Clerk Functions
System Admin	System Administrator	
		Local System Administrator
Patient	Patient	
		Patient Self-Documentation Only
Patient Advocate	Family Advocacy, Patient Advocate	
		Core: Level 3- Limited documentation
HIPAA Security Officer	Security Officer	
		Core: Level 2 – View patient chart (Read only)
		Reports: Basic Reports; Audit Reports
Immunization Tech	Immunization Technician	
		Core: Level 4- Standard Documentation
		Immunization: Immunizations Level 2- Standard Access
Immunization Nurse	Immunization Nurse	
		Core: Level 4- Standard Documentation

New Default Local Group	Old Roles Mapping	Keys Assigned
		OE: Order Signature Class 1 (Clinical Nurse)
		Immunization: Immunizations Level 2- Standard Access
		Reports: Basic Reports
Immunization Provider	Immunization Provider	
		Core: Level 4- Standard Documentation
		OE: Order Signature Class 4 (Countersigning HCP)
		Encounter Co-signature: Encounter Co-signature- Can Co-sign
		Sensitivity: HIV Results Break-the-glass Access; Sensitive Record (general) Break-the-glass Access
		Immunization: Immunizations Level 2- Standard Access
		Reports: Basic Reports, Provider Ad Hoc (patient identifiable data)
Immunizations Admin	Immunization Administrator	
		Core: Level 4- Standard Documentation
		Immunization: Immunizations Level 3- Local Immunizations Admin
		Reports: Basic Reports
Dental Provider	Provider (Dental); Provider (Dental Residency Mentor);	
		Core: Level 4- Standard Documentation
		OE: Order Signature Class 4 (Countersigning HCP)
		Encounter Co-signature: Encounter Co-signature- Can Co-sign
		Sensitivity: HIV Results Break-the-glass Access; Sensitive Record (general) Break-the-glass Access
		Reports: Basic Reports, Provider Ad Hoc (patient identifiable data)
		Dental Level 2- Standard Plus Anesthetic Administration
Dental Assistant with Prophylaxis Training	(No Known roles)	
		Core: Level 4- Standard Documentation
		OE: Order Signature Class 1 (Clinical Nurse)
		Reports: Basic Reports, Provider Ad Hoc (patient identifiable data)
		Dental Level 1- Standard Access
Dental Assistant without Prophylaxis Training	Dental Stud/Int-Suprvisd; Provider (Dental Hygiene); Provider (Dental Asst-Exp Func't); Dental Assistant	
		Core: Level 4- Standard Documentation
		OE: Order Signature Class 1 (Clinical Nurse)
		Reports: Basic Reports, Provider Ad Hoc (patient identifiable

New Default Local Group	Old Roles Mapping	Keys Assigned
		data)
		Dental Level 1- Standard Access
Dental Hygienist (Credentialed to give local anesthesia)	Dental Hygienist;	
		Core: Level 4- Standard Documentation
		OE: Order Signature Class 1 (Clinical Nurse)
		Reports: Basic Reports, Provider Ad Hoc (patient identifiable data)
		Dental Level 2- Standard Plus Anesthetic Administration
Dental Resident	Dental Resident	
		Core: Level 4- Standard Documentation
		OE: Order Signature Class 4 (Countersigning HCP)
		Encounter Co-signature: Encounter Co-signature- Requires Co-signature
		Reports: Basic Reports, Provider Ad Hoc (patient identifiable data)
		Dental Level 2- Standard Plus Anesthetic Administration