

Security Grid Example

The table below is a good place to start designing your security for each employee and Provider.

	AltaPoint Security Grid		1
	User First		
	Last Name		
	User ID		
	Password		
<u>File</u>			
	Practice Information		
	Employees		
	Product Categories		
	Password Maintenance		
<u>Lists</u>			
	Patients		
	Addresses		
	Billing Codes		
	Diagnosis Codes		
	Tasks		
<u>Activities</u>			
	Patient Billing		
		Enter Transactions	
		Edit Transactions	
		Delete Transactions	
	Batch Payments		
	Estimates		
	Appointments		
	Reminders		
	Print Insurance Forms		
	Electronic Claims		
	Generate		

	Finance Charges		
	Generate Contract Payments		
	Print Statements		
	Adjust Fee Schedules		
	Receive Inventory		
<u>Reports</u>			
	Day Sheet		
	Bank Deposit Transaction Journal		
	Practice Analysis		
	Patient Ledger		
	Patient Aging		
	Insurance Aging		
	Insurance Payment Analysis		
	Inventory Reports		
	Design Custom Reports		
	Design Statements and Insurance Forms		
	Print Custom Reports		
<u>Graph</u>			
	Practice Analysis		
	Billing by Employee		
	Receipts by Employee		
<u>Utilities</u>			
	Restore Data Files		
	Rebuild Indexes		
	Rebuild Data		
	Reset Balances		

	Post to Quickbooks		
	Import Data		
	Export Data		
<u>SQL Queries</u>			
<u>HIPAA</u>	Data Encryption		
	Request to Restrict Access		
	Request to Amend		
	External Records Request		
	Access Log		
	Print HIPAA Forms		
<u>Credit Card Processing</u>			