



## Department of Veterans Affairs (VA) SSN Fraud Prevention Act of 2017 – Exemption Request

VA is committed to protecting the personal information such as name, address, phone number, Social Security Numbers (SSN), etc. of all Veterans and their beneficiaries. In accordance with the SSN Fraud Prevention Act of 2017, VA has taken the necessary steps to reduce and eliminate the use of SSN on documents sent by mail where feasible. Due to unique legal requirements and business needs across the Department, the SSN on documents sent by mail for all documents cannot be eliminated or truncated. Therefore, VA has developed regulations to determine the continued usage and exemption requirements for SSN on documents sent by mail. The Social Security Number Reduction (SSNR) Program Management Office seeks to coordinate activities to reduce the unnecessary usage of SSNs across the Department where feasible.

### Organization:

Veterans Health Administration (VHA)

### Date Submitted:

July 28, 2022

### Point of Contact(s):

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This document acknowledges, the below list of documents requesting exemptions in accordance with Federal legislation and VA Policy, have been reviewed and analyzed.

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*Chief Privacy Officer (CPO)*



## Exemption Requirements

VA Administrations and Staff Offices submitted requests for exemptions to the SSNR Program Management Office for review. The SSNR PMO team has analyzed the documents submitted and have determined that they meet the following exemption requirements which include:

Per AUTHORITY: 38 U.S.C. 5101 of VA regulation RIN 2900-AR19<sup>1</sup>, the exemption reason for the documents listed below.

- **Truncation of the social security number is not feasible, due not being able to identify a specific individual where no adequate substitute is available.**

## List of Documents Requesting Exemptions

Veterans Health Administration (VHA) has submitted the following (157) documents that include the SSN outgoing by mail.

VA Administration	Document Title	Identifying Number	Brief Description
Veterans Health Administration	10-10 EC	10-10 EC	Application for Long Term Care
Veterans Health Administration	10-10 EZ, 10-10 EZR	10-10 EZ, 10-10 EZR	Application for Health Care, Means Test Update form
Veterans Health Administration	10-Day Near/Online Registration	None	Last 4 SSn
Veterans Health Administration	13DO4-Family Member & Special Veteran's Program	None	SCI- Health document form printed by Case Managers and mailed to Veteran/Caregivers to complete and return as part of the Bowel & Bladder Caregiver Fee Program for SCI patients. It is the Veteran/Caregiver that enters the SSS no. on the returned forms and scanned
Veterans Health Administration	24-hour urine patient sticker	None	patient identification sticker
Veterans Health Administration	4805 Authorizations (HBPC)	None	Authorizations from Home Health Agencies identifying requirements and orders for home care.
Veterans Health Administration	Acceptance Letters	None	Acceptance into the MH RRTP Program

<sup>1</sup> Proposed Rule RIN. 2900-AR19 (Oct. 06, 2021); 86 FR 55547.

<b>VA Administration</b>	<b>Document Title</b>	<b>Identifying Number</b>	<b>Brief Description</b>
Veterans Health Administration	Acute Care and Urgent Care	None	Discharge instructions for acute care and urgent care are handed to the Veteran and contain the full SSN number. Scheduling letters sent to the Veterans are automatically generated from the GUI system and include the last four of the SSN.
Veterans Health Administration	Advance Directive	10-0137	A written statement of a person's wishes regarding medical treatment, often including a living will, made to ensure those wishes are carried out should the person be unable to communicate them to a doctor. VA Advance Directives include full or partial SSN on each page. Social Workers routinely mail copies of completed Advance Directives to Veterans and family members and health care agents.
Veterans Health Administration	After Visit Summary	None	Letter sent after VVC appointments to Veterans
Veterans Health Administration	Aid & Attendance form	None	n/a
Veterans Health Administration	Aid and Attendance application	None	Copy of Aid and Attendance benefit form that Veteran and provider filled out. Copy is mailed to Veteran for their records. SSN is on form.
Veterans Health Administration	Amendment Requests (Health Record and Administrative Record)	None	Health record amendment requests where Veterans and employees request formal changes to their EHR, paper health records, and administrative record. The amendment response letter and associated copies of the health record or administrative record changes may contain the full or partial SSN depending on which VA IT system or paper health record that is amended. Health and administrative documents and records are mailed to the

VA Administration	Document Title	Identifying Number	Brief Description
			<p>Veteran or employees as evidence to reflect that the amendment request has been granted or partially granted and may contain the SSN.</p> <p>NOTE: Almost all VA Privacy Act SORNs have a right of access and redress provision for the individual to whom the record pertains to request an amendment to the content.</p>
Veterans Health Administration	Anatomic Pathology Material Request Form	None	Packing list/specimen identification form sent with patient slides/blocks requested by outside institutions (hospitals, legal requests)
Veterans Health Administration	Anticoagulation Local Lab Fax Order	None	Used to request local lab draws at non-VA lab for Veterans followed in Anticoagulation Service
Veterans Health Administration	Anticoagulation Release of Information	10-5345	Release of information to leave lab results, medication dose, future appt dates on voice mail or with individual names,
Veterans Health Administration	Any external hospital (Anatomic pathology)	None	Requests for case review - blocks/slides sent via UPS
Veterans Health Administration	Application for Adaptive Equipment - Motor Vehicle	10-1394	<p>Helps with obtaining equipment for veterans who need additional assistance while driving</p> <p>VHA Privacy Office Comments to Address (5/19/22) - Is this document sent via mail containing the SSN of the Veteran? Who is the recipient of the document? Can you please confirm this entry as it is tentatively scheduled to be removed from the report on 6/3/22?</p>

<b>VA Administration</b>	<b>Document Title</b>	<b>Identifying Number</b>	<b>Brief Description</b>
Veterans Health Administration	Application for Annual Clothing Allowance	VA Form 10-8678	Application to request clothing allowance requires SSN of Veteran
Veterans Health Administration	Application for Extended Care Services	VA Form 10-10EC	Form for Veterans to apply for respite care and other extended care services. Social Workers sometimes but not routinely complete most of the form and mail to the Veteran or family for review and signature.
Veterans Health Administration	Application for Health Benefits	1010EZ	Application used to apply for VA Health Care Benefits  VHA Privacy Office Comments to Address (5/27/22) - This does not appear to be the description of a document that is sent via mail to a Veteran or 3rd party containing the SSN. Is this an actual document sent via mail containing the SSN of the Veteran? Or is this document only received in from the Veteran and not mailed by VHA? Can you please confirm this entry as it is tentatively scheduled to be removed from the report on 6/3/22?
Veterans Health Administration	Application for the National Nursing Education Initiative (NNEI)	EISP Application VA Form 10-0003K	EISP Employee Incentive Scholarship Program for (NNEI). Potential applicants complete the EISP scholarship application, which includes entering the applicant's full social security number. The documents are now uploaded to the secure Scholarship & Clinical Education site for submission instead of mailing applications.  VHA Privacy Office Comments to Address (5/27/22) - This does not appear to be the description of a document that is sent via mail to a Veteran. Is this an actual document sent via mail

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			containing the SSN of the Veteran? Can you please confirm this entry as it is tentatively scheduled to be removed from the report on 6/3/22?
Veterans Health Administration	Applications to public Housing Authorities	None	A packet of information to local housing authorities. This packet includes the Social Security Card as required by the Section 8 application.
Veterans Health Administration	Applications to Veteran's Court	None	Veteran's Court applications have SSN per requirements from county courts
Veterans Health Administration	Appointment Letters	None	<p>1) Appointment letters (reminder, no-show, and cancellation) are printed and mailed to the Veteran. Letters contain the partial SSN. Letters are printed from the VS GUI Scheduling System, VISTA, and other packages that mail appointment reminder letters to Veterans.</p> <p>2) CPRS - various services have letter templates setup that may potentially print out with the SSN. A system search can be conducted to determine if the full social objects are being used within the CPRS letter. If a letter is mailed out from CPRS and is including a social in the margins, Informatics can move the document to a form letter class so that it will remove the sensitive information from the margins as well as remove any content that contains the social also.</p>
Veterans Health Administration	Appointment Request Sheet	None	Second page of authorization packet has full SSN

VA Administration	Document Title	Identifying Number	Brief Description
Veterans Health Administration	Appointment Scheduling Letters	None	Scheduling letters sent to the Veterans which are automatically generated from the VistA system and include the last four of the SSN. This includes appointment reminders, no-show, and cancellations.
Veterans Health Administration	Attempt to contact Letters	None	Printed by Triage nurses who are unable to contact veterans via phone so send a letter indicating they need to call to schedule  VHA Privacy Office Comments to Address (5/19/22) - Is this an actual document sent via mail containing the SSN of the Veteran? Is this document printed from CPRS? Can you please confirm this entry as it is tentatively scheduled to be removed from the report on 6/3/22?
Veterans Health Administration	Authorization and invoice for medical and hospital services	VA Form 10-7078	Required for Research study Renumeration
Veterans Health Administration	Authorization and Invoice for Medical and Hospital Services	10-7078 10-7079	Consult summary report completed by non-VA facility
Veterans Health Administration	Beneficiary Travel (BT) vouchers	10-3542	When incomplete voucher is submitted, copy is mailed to veteran with request to complete  VHA Privacy Office Comments to Address (5/27/22) - This does not appear to be the description of a document that is sent via mail to a Veteran or 3rd party containing the SSN. Is this an actual document sent via mail containing the SSN of the Veteran? Or is this document only received in from the Veteran and not mailed by VHA?

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Veterans Health Administration	Biological LIFE-NET implant tissue	None	Biological implant tissue
Veterans Health Administration	Biopsies & Other Tissue Specimens	None	Pre-printed label. *Specimen Vials & Requisitions
Veterans Health Administration	Bladder and Bowel Program Approval Forms - Billing Sheets	None	Spinal Cord Injury/Disorders sends the approvals every year that pertain to the Bowel and Bladder Program  VHA Privacy Office Comments to Address (5/19/22) - This does not appear to be the description of a document that is sent via mail to a Veteran. Is this document printed from CPRS? Is this an actual document sent via mail containing the SSN of the Veteran? Can you please confirm this entry as it is tentatively scheduled to be removed from the report on 6/3/22?
Veterans Health Administration	Blood & Other Body Fluid Specimen Tubes	Accession Number	Pre-printed label. *Specimen Tubes & Requisitions
Veterans Health Administration	C5FX ASSAY	N/A	C5 Complement, Functional, sample sent to Iowa City VAMC for testing.
Veterans Health Administration	Call Center	None	The call center uses a software program that saves the patients full SSN into a note in CPRS. That note is then mailed when the patient request copies of their medical records.



VA Administration	Document Title	Identifying Number	Brief Description
Veterans Health Administration	Cancer Registry Transmittals	None	Electronic transmittals of public health registration data for Veteran patients with cancer
Veterans Health Administration	Caregivers pay program	None	payment for bowel and bladder program
Veterans Health Administration	Claim Form	VA 10-3542	Detailed claim form of services for mileage reimbursement  VHA Privacy Office Comments to Address (5/27/22) - This does not appear to be the description of a document that is sent via mail to a Veteran or 3rd party containing the SSN. Is this an actual document sent via mail containing the SSN of the Veteran? Or is this document only received in from the Veteran and not mailed by VHA? Can you please confirm this entry as it is tentatively scheduled to be removed from the report on 6/3/22?
Veterans Health Administration	Claim Form (SSN) UB and CMS 1500	UB and CMS 1500	Submitting UB and CMS 1500 per payer's request. The UB-4 and 1500 are not mailed to Veterans. These billing forms are sent electronically whenever possible, but some 3rd party insurance companies or specific claim types require a paper bill be mailed.
Veterans Health Administration	Completed documents (Aide & Attendance, Incapacity forms, etc.)	None	copies of form completed by provider mailed to family for personal records
Veterans Health Administration	Continuity of Care Lab Reports	None	Lab reports needed for continuity of care at either a VHA facility or outside facility, VHA sends and receives
Veterans Health Administration	Decipher (Anatomic pathology)	None	Patient blocks/slides are sent for Prostate Cancer testing. Sent via FedEx.

<b>VA Administration</b>	<b>Document Title</b>	<b>Identifying Number</b>	<b>Brief Description</b>
Veterans Health Administration	Dental Laboratory Prescription Form	VAF 10-2804	Dental laboratory prescription form used by dentists sending patient lab cases to the VA's Central Dental Laboratory (CDL) for fabrication of dentures, crowns, etc. This form is used by all VA dental services sending work to CDL. Cases mailed to the VA Central Dental Laboratory contain SSN#'s of the patient. Typically, this includes casts/impressions of the patient and a lab slip containing the full SSN.
Veterans Health Administration	Department of Motor Vehicle Forms	None	State-specific DMV forms completed by PACT team to provide disabled plates and placards for Veterans. These are usually returned to Veterans in person but are sometimes mailed.
Veterans Health Administration	Diagnostic and Laboratory report letter	None	Veterans receive a letter from the Provider with results for diagnostic testing and laboratory results. This letters which are printed from CPRS will contain the Veterans full name, full SS# and DOB. These letters are sent in VA supplied window envelope.
Veterans Health Administration	Diagnostic Letters	None	Pharmacy - Diagnostic letters have the full SSN and go out via certified mail
Veterans Health Administration	Disability Paperwork	None	Veterans bring in copies of disability paperwork.
Veterans Health Administration	Discharge Instructions	None	Discharge instructions for acute care and urgent care are handed to the Veteran and contain the full SSN number.

VA Administration	Document Title	Identifying Number	Brief Description
Veterans Health Administration	Discharge Report	N/A	<p>Full SSN at bottom of print out</p> <p>VHA Privacy Office Comments to Address (5/19/22) - This does not appear to be the description of a document that is sent via mail to a Veteran. Is this document printed from CPRS? Is this an actual document sent via mail containing the SSN of the Veteran? Can you please confirm this entry as it is tentatively scheduled to be removed from the report on 6/3/22?</p>
Veterans Health Administration	ECG TRACING	None	<p>The electrocardiogram (ECG or EKG) is a diagnostic tool that is routinely used to assess the electrical and muscular functions of the heart. Patients may formally request a copy of this document via the Release of Information department or be provided a copy of the document from their clinician for patient education purposes.</p>
Veterans Health Administration	ECSSVH Workload	None	<p>Analysis of SVH Pt List for month of May</p> <p>VHA Privacy Office Comments to Address (5/27/22) - This does not appear to be the description of a document that is sent via mail to a Veteran. Is this an actual document sent via mail containing the SSN of the Veteran? Can you please confirm this entry as it is tentatively scheduled to be removed from the report on 6/3/22?</p>

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Veterans Health Administration	Employee Clearance	VA Form 3248	<p>Clearance Form for employees to clear station; SSN handwritten on form</p> <p>VHA Privacy Office Comments to Address (5/27/22) - This does not appear to be the description of a document that is sent via mail to a Veteran. Is this an actual document sent via mail containing the SSN of the Veteran? Can you please confirm this entry as it is tentatively scheduled to be removed from the report on 6/3/22?</p>
Veterans Health Administration	Employee Medical File/Records	None	<p>Employee occupational health records are mailed to employees that contain the SSN. These records may include a combination of paper documents and documents from OHRS 2.0 and VistA/CPRS. Examples include pre-employment and annual lab results that are mailed to employees from Employee Occupational Health and Wellness. CA-17 injury reports that are mailed to the Department of Labor with OWCP paperwork, records from VistA/CPRS, vaccination records from OHRS 2.0, and other forms and documents.</p>
Veterans Health Administration	Employee Uniform Allowance Authorization	10-5397	<p>Employee Uniform Allowance for Nurses and Police Officers</p> <p>VHA Privacy Office Comments to Address (5/27/22) - This does not appear to be the description of a document that is sent via mail to a Veteran. Is this an actual document sent via mail containing the SSN of the Veteran? Can you please</p>

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Veterans Health Administration	Enrollment Application for Health Benefits	10-10EZ	<p>Enrollment applications requiring wet signatures are mailed to Veterans. This document will be scanned into the medical record; therefore, the original signed document's SSN information needs to be visible.</p> <p>VHA Privacy Office Comments to Address (5/27/22) - This does not appear to be the description of a document that is sent via mail to a Veteran or 3rd party containing the SSN. Is this an actual document sent via mail containing the SSN of the Veteran? Or is this document only received in from the Veteran and not mailed by VHA? Can you please confirm this entry as it is tentatively scheduled to be removed from the report on 6/3/22?</p>
Veterans Health Administration	Epilepsy Dx Review	None	<p>CDI need to review appropriateness of Dx.</p> <p>VHA Privacy Office Comments to Address (5/27/22) - This does not appear to be the description of a document that is sent via mail to a Veteran. Is this an actual document sent via mail containing the SSN of the Veteran? Can you please confirm this entry as it is tentatively scheduled to be removed from the report on 6/3/22?</p>

VA Administration	Document Title	Identifying Number	Brief Description
Veterans Health Administration	ESRD Death Notification	OMB No. 0938-0448	<p>Health and administrative documents that are mailed to the Veteran that contain the SSN. This entails:</p> <p>A) Records that are printed from the CPRS/VistA System and other software packages where the output printouts contain the SSN.</p> <p>B) SSN on outside non-VA documents that were provided to VA and/or scanned into the health records system with the SSN on it.</p> <p>VHA Privacy Office Comments to Address (5/19/22) - The description of this document does not appear to match the title of the document. Is this document sent via mail containing the SSN of the Veteran? Who is the recipient of the document? Is this a VA form as it appears to be a CMS form? Can you please confirm this entry as it is tentatively scheduled to be removed from the report on 6/3/22?</p>
Veterans Health Administration	Exam Images	None	<p>Imaging Service mails outpatient exam images via CD. The outside CD label does not contain the SSN, but the content which identifies the patient in the images contains the full SSN. The report/interpretation of the exam which contains the full SSN is also included as part of the content of the CD.</p>
Veterans Health Administration	Examination For Housebound Status or Permanent Need for Regular Aid and Attendance	21-2680	Copies of completed and signed 21-2680.

VA Administration	Document Title	Identifying Number	Brief Description
Veterans Health Administration	Expert Opinion Reports	none	These are cases that are sent to an outside facility for expert opinion
Veterans Health Administration	Exposure History Form	None	Onboarding Physical Screening
Veterans Health Administration	Eye glass prescription	None	Patient eye glass prescription  VHA Privacy Office Comments to Address (5/19/22) - Is this document printed from CPRS? Does the document contain the SSN? Is this an actual document sent via mail containing the SSN of the Veteran or printed and then given directly to the Veteran? Can you please confirm this entry as it is tentatively scheduled to be removed from the report on 6/3/22?
Veterans Health Administration	Federal Drug Testing Custody and Control Form	OMB No 0930-0158	New employee urine drug screens are collected and sent to the Minneapolis VAMC Forensic Toxicology Lab
Veterans Health Administration	FMS Vendor File Form	VA Form 10091	Prosthetics Service mails the FMS Vendor File Form to Veterans. They pre-populate the full SSN on the form to ensure it is completed correctly to so the Veteran can be loaded into the system as a vendor and receive payment for funding they are entitled to receive.
Veterans Health Administration	Form 19-0137 (Durable Power of Attorney for Health Care & Living Will)	19-0137	Durable Power of Attorney for Health Care & Living Will sent to patients for signature if Secure Messaging is unavailable
Veterans Health Administration	Freedom of Information Act (FOIA) Requests	None	Copies of FOIA responsive documents that pertain to the requestor. It may include SSN if it is already in the document. This will be mailed out to the requestor.
Veterans Health Administration	Genetic Samples to Genomic Medicine Service	Prerequisite form	Patient information on sample for special kit from Genomic lab

VA Administration	Document Title	Identifying Number	Brief Description
Veterans Health Administration	Hardship application	form 10-10HS	<p>Request by veteran for re-consideration of eligibility</p> <p>VHA Privacy Office Comments to Address (5/27/22) - This does not appear to be the description of a document that is sent via mail to a Veteran or 3rd party containing the SSN. Is this an actual document sent via mail containing the SSN of the Veteran? Or is this document only received in from the Veteran and not mailed by VHA? Can you please confirm this entry as it is tentatively scheduled to be removed from the report on 6/3/22?</p>
Veterans Health Administration	HBPC IDT care plan	CPRS	Printed directly from CPRS
Veterans Health Administration	Health benefits	None	<p>letters to veterans describing their personal benefits award of using VA healthcare</p> <p>VHA Privacy Office Comments to Address (5/27/22) - This does not appear to be the description of a document that is sent via mail to a Veteran or 3rd party containing the SSN. Is this an actual document sent via mail containing the SSN of the Veteran? Or is this document only received in from the Veteran and not mailed by VHA? Can you please confirm this entry as it is tentatively scheduled to be removed from the report on 6/3/22?</p>
Veterans Health Administration	Health Benefits Election Form	SF2809	VHA Member Services' Payroll office currently mails the Health Benefits Election Form (SF-2809 & SF-2810) with employees' complete social security numbers (SSN) in compliance with Title 6 of the General



VA Administration	Document Title	Identifying Number	Brief Description
			Account Office Manual for Guidance of Federal Agencies. Until such time, as the requirement for mailing of these two forms are revoked or amended, compliance by VHA Member Services is required.
Veterans Health Administration	Health Benefits Update Form	10-10EZR	<p>Incomplete or unsigned VA Form 10-10EZR can be return to Veteran to sign or complete.</p> <p>VHA Privacy Office Comments to Address (5/27/22) - This does not appear to be the description of a document that is sent via mail to a Veteran or 3rd party containing the SSN. Is this an actual document sent via mail containing the SSN of the Veteran? Or is this document only received in from the Veteran and not mailed by VHA? Can you please confirm this entry as it is tentatively scheduled to be removed from the report on 6/3/22?</p>
Veterans Health Administration	Health Records (3rd Party Insurance Companies)	N/A	Documents send to 3rd party insurance companies, where a Veteran's SSN is also used as the account number. The document is not mailed to a Veteran.

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Veterans Health Administration	Health Records (Active/Retired/Archived)	None	<p>Veteran paper health and administrative records shipped/mailed to/from offsite storage locations, such as Records Center and Vault (RC&amp;V), NARA Federal Records Center (FRC), and commercial off-site storage facilities. The paper records are mailed from VA Medical Centers for storage as part of records retirement in accordance with the Records retention schedule and subsequently retrieved from the records storage locations when needed for internal VA use or when the Veteran has requested an official copy of paper records maintained by VA.</p> <p>VAMCs need to be able to accurately retrieve the records from the storage facilities and to receive the records timely.</p> <p>Paper health and administrative records contain original documents signed by clinical and administrative staff.</p> <p>Outside folder of paper records contain the SSN. Inside contents contains various document that have the full, partial, or truncated SSN.</p>
Veterans Health Administration	Health Records (TORTS)	None	Legal health record copy that is mailed to the Office of General Counsel (e.g., TORT cases, other legal matters).
Veterans Health Administration	Health Summary O/Active Opt Meds	None	Active Medication list printed as Veteran's request
Veterans Health Administration	Health Summary O/Medication Reconciliation	None	Active Medication list printed as Veteran's request

<b>VA Administration</b>	<b>Document Title</b>	<b>Identifying Number</b>	<b>Brief Description</b>
Veterans Health Administration	Histology Slides and Pathology Reports	None	Send out slides and reports to other facilities that make formal written requests for such, as part of continuity of patient care.
Veterans Health Administration	Holter Monitor log	None	Holter monitor log from Waterloo CBOC is sent to veteran with full SSN on it.
Veterans Health Administration	Home Care Orders	None	<p>Primary Care receives documents from various Home Care agencies that need to be filled out and signed by PCP and returned to the Home Care Agency.</p> <p>VHA Privacy Office Comments to Address (5/19/22) - Is this an actual document sent via mail containing the SSN of the Veteran? Can you please confirm this entry as it is tentatively scheduled to be removed from the report on 6/3/22?</p>
Veterans Health Administration	IDPH Patient samples	Prerequisite form	Patient information on sample
Veterans Health Administration	Imaging CD/DVD	None	Radiology Images and Reports on CD-ROM
Veterans Health Administration	Individuals' Request for a Copy of their Own Health Information, sent along with printed Autopsy Protocol (report)	10-5345a	Pathologists routinely meet with next of kin to discuss the findings of a decedent veteran's autopsy; occasionally these individuals will request a copy of their relative's Autopsy Protocol (autopsy report) and this will need to be mailed if the next of kin lives remotely or is otherwise unable to physically come to the facility.
Veterans Health Administration	Intergovernmental Personnel Act Agreements (IPA)	None	IPAs are signed agreements between VA and approved organizations for VA to pay salaries of non-VA employees working on VA research. The documents are sent between VA

VA Administration	Document Title	Identifying Number	Brief Description
			and the affiliate using either UPS or encrypted email.
Veterans Health Administration	Joint Health Information Exchange (JHIE) - Accounting of Disclosure Report	None	Accounting of disclosure report from VHIE portal. Document is printed by Community Coordinators and mailed to the Veteran upon written request.
Veterans Health Administration	Lab	None	FIT tests that include a label and other lab test kits in which a label would be included (stool studies)
Veterans Health Administration	Lab Mailer Form	None	Lab mailer kits sent to transplant patient for lab orders to be drawn locally and mailed back to the Madison VA. Lab mailer kits include labels printed by Transplant staff, labels include full SNN. Each. One label is affixed to the lab form, with 4 additional labs included
Veterans Health Administration	LAB ORDER AND LABELS (MID)	NONE	LABS ORDERSTO BE MAILED  VHA Privacy Office Comments to Address (5/19/22) - Is this an actual document sent via mail containing the SSN of the Veteran? Is this document printed from CPRS? Can you please confirm this entry as it is tentatively scheduled to be removed from the report on 6/3/22?
Veterans Health Administration	Lab Orders	None	Lab orders and labels mailed to veterans that request to use an outside lab.  VHA Privacy Office Comments to Address (5/19/22) - Is this an actual document sent via mail containing the SSN of the Veteran? Is this document printed from CPRS? Can you please confirm this entry as it is

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Veterans Health Administration	Lab reports	None	Public health surveillance
Veterans Health Administration	Lab specimen kit and label	None	Cortisol Lab specimen kit and label
Veterans Health Administration	Lab Specimens and Shipping Manifest	NONE	Lab ships specimens that contain SSN on the patient labels.
Veterans Health Administration	lab/diagnostic results	None	Anything printed from CPRS with lab results/diagnostic testing will have full SSN on them
Veterans Health Administration	lab/diagnostic results	None	Anything printed from CPRS with lab results/diagnostic testing
Veterans Health Administration	Lab/test kits	None	FOBT's, or other lab kits that get sent out, will have label with full SSN
Veterans Health Administration	Laboratory reports sent out to reference labs for further analysis	None	reference lab identification reports, labels, and letters
Veterans Health Administration	Laboratory Results Letters	None	A) Records that are printed from CPRS where the output printouts contain the SSN.
Veterans Health Administration	Laboratory Services	None	Various lab specimens, biopsy samples from dermatology and pulmonology are delivered via the contracted courier for the outpatient labs to main lab at RHJ VAMC
Veterans Health Administration	Laboratory specimens and paraffin blocks sent out labs for further analysis	None	actual lab specimens on slide or paraffin block sent to associate labs for further analysis
Veterans Health Administration	LABORATORY WORKSHEET	None	A laboratory test is a procedure in which a sample of blood, urine, other bodily fluid, or tissue is examined to get information about a person's health

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Veterans Health Administration	Letters of Disagreement for Veteran Pensions	None	<p>Disagreement letters for Veteran Pensions</p> <p>VHA Privacy Office Comments to Address (5/27/22) - This does not appear to be the description of a document that is sent via mail to a Veteran or 3rd party containing the SSN. Is this an actual document sent via mail containing the SSN of the Veteran? Or is this document only received in from the Veteran and not mailed by VHA? Can you please confirm this entry as it is tentatively scheduled to be removed from the report on 6/3/22?</p>
Veterans Health Administration	Letters to VBA stating patient needs a fiduciary	None	<p>letter regarding need for fiduciary</p> <p>VHA Privacy Office Comments to Address (5/27/22) - This does not appear to be the description of a document that is sent via mail to a Veteran or 3rd party containing the SSN. Is this an actual document sent via mail containing the SSN of the Veteran? Or is this document only received in from the Veteran and not mailed by VHA? Can you please confirm this entry as it is tentatively scheduled to be removed from the report on 6/3/22?</p>
Veterans Health Administration	Mail for CPAC Offices	None	<p>Mail received at VA medical facility that must be forwarded to a different VA office (CPAC). This mail is sent via UPS with tracking.</p>

VA Administration	Document Title	Identifying Number	Brief Description
Veterans Health Administration	Maternity Care Post-Delivery Packet	None	<p>Information collected by Women's Health for pregnant women.</p> <p>VHA Privacy Office Comments to Address (5/17/22) - This does not appear to be the description of a document that is sent via mail to a Veteran. Is this an actual document sent via mail containing the SSN of the Veteran? Can you please confirm this entry as it is tentatively scheduled to be removed from the report on 6/3/22?</p>
Veterans Health Administration	Maternity Care Pre-Delivery Packet	None	<p>Information collected by Women's Health for pregnant women.</p> <p>VHA Privacy Office Comments to Address (5/17/22) - This does not appear to be the description of a document that is sent via mail to a Veteran. Is this an actual document sent via mail containing the SSN of the Veteran? Can you please confirm this entry as it is tentatively scheduled to be removed from the report on 6/3/22?</p>
Veterans Health Administration	Mayo Clinic samples	Prerequisite form	Patient information on sample

VA Administration	Document Title	Identifying Number	Brief Description
Veterans Health Administration	Medical Evidence Report	OMB No.0938-0046	<p>Health and administrative documents that are mailed to the Veteran that contain the SSN. This entails:</p> <p>A) Records that are printed from the CPRS/VistA System and other software packages where the output printouts contain the SSN.</p> <p>B) SSN on outside non-VA documents that were provided to VA and/or scanned into the health records system with the SSN on it.</p> <p>VHA Privacy Office Comments to Address (5/19/22) - The description of this document does not appear to match the title of the document. Is this document sent via mail containing the SSN of the Veteran? Who is the recipient of the document? Is this a VA form as it appears to be a CMS form? Can you please confirm this entry as it is tentatively scheduled to be removed from the report on 6/3/22?</p>
Veterans Health Administration	Medication List	SF509	<p>Patient identifier for list of medications mailed to Veteran at time of virtual appointment with medication changes</p> <p>VHA Privacy Office Comments to Address (5/19/22) - Is this an actual document sent via mail containing the SSN of the Veteran? Is this document printed from CPRS? Can you please confirm this entry as it is tentatively scheduled to be removed from the report on 6/3/22?</p>



VA Administration	Document Title	Identifying Number	Brief Description
Veterans Health Administration	Medication List (HBPC)	None	Medication list that are printed from CPRS and mailed to the Veteran with discharge letter.
Veterans Health Administration	Medication Reconciliation	None	A list of the Veteran's medications prescribed that day.
Veterans Health Administration	MEDTOX Patient Testing Log	None	Patient log that is used to track Urine Drug Testing as a confirmation for the Vitros Chemistry System. It tracks patient test results, cassette lot number, quality control of the testing cassette
Veterans Health Administration	Microbiology cultures	MI-113-FRM-0011	Pt label and test results
Veterans Health Administration	MOLST	None	Form with an MR sticker on it says patient's DOB and SSN.  VHA Privacy Office Comments to Address (5/19/22) - Is this document sent via mail containing the SSN of the Veteran? Who is the recipient of the document? Can you confirm that the SSN is not on this document as the entry is marked as completed and we need to verify the form? Can you please confirm this entry as it is tentatively scheduled to be removed from the report on 6/3/22?
Veterans Health Administration	NC-4EZ	NC-4EZ	Employee State Tax Withholdings  VHA Privacy Office Comments to Address (5/27/22) - This does not appear to be the description of a document that is sent via mail to a Veteran. Is this an actual document sent via mail containing the SSN of the Veteran? Can you please confirm this entry as it is tentatively scheduled to be

VA Administration	Document Title	Identifying Number	Brief Description
			removed from the report on 6/3/22?
Veterans Health Administration	Nebraska Veteran's Home Application	None	We send a black NE Veteran's Home Application to veterans who complete then send back to us. We assist the PCP with completion of the Medical Report section of the application and then send the complete application to the County VSO.
Veterans Health Administration	Neo genomics Lab (Central processing/phlebotomy)	None	Bone Marrow testing for patients
Veterans Health Administration	Non-VA prescriptions	None	Printing an order such as a Non-VA medication will have the patient's SSN on the second page of the printout. We have a small number of patients who request us to write medication prescriptions for them to fill elsewhere.
Veterans Health Administration	North Carolina Department of Commerce Unemployment Insurance	ETA931_20	Request for Wage and Separation Information for unemployment insurance  VHA Privacy Office Comments to Address (5/27/22) - This does not appear to be the description of a document that is sent via mail to a Veteran. Is this an actual document sent via mail containing the SSN of the Veteran? Can you please confirm this entry as it is tentatively scheduled to be removed from the report on 6/3/22?

<b>VA Administration</b>	<b>Document Title</b>	<b>Identifying Number</b>	<b>Brief Description</b>
Veterans Health Administration	Notice of Change in Health Benefits Enrollment	SF2810	VHA Member Services' Payroll office currently mails the Health Benefits Election Form (SF-2809 & SF-2810) with employees' complete social security numbers (SSN) in compliance with Title 6 of the General Account Office Manual for Guidance of Federal Agencies. Until such time, as the requirement for mailing of these two forms are revoked or amended, compliance by VHA Member Services is required.
Veterans Health Administration	Nursing Home Orders	None	Orders from outside facilities must be signed by the VA Provider and mailed back. In some cases, the orders contain the full or partial SSN.
Veterans Health Administration	Pathology and Laboratory Medicine Service (Reference Testing Section)	None	Specimen are mailed to the Reference Testing Labs that contain the SSN. This entails: A) Patient labels that are printed from the VistA System and attached to the specimen itself, also used to attach to certain Order Requisition forms B) Health documents and/or instrument-generated printouts that are signed by Pathologists to go with specimen C) Shipping manifests printed from VISTA
Veterans Health Administration	Patient Prescription Profiles	N/A	When patient request a copy of their active prescriptions, we send a "print screen" of their medication profiles from Vista.
Veterans Health Administration	Plan of Care (HBPC)	None	Plan of Care (POC) is completed in home. Any updates are completed by members of the Interdisciplinary Team (PCP, Pharmacist, etc.) and the updated POC copy is mailed to the Veteran. This is printed directly from the CPRS health

VA Administration	Document Title	Identifying Number	Brief Description
			record and has the SSN printed on it.
Veterans Health Administration	Privacy Investigation Files	None	<p>Health records from CPRS/Vista, amendment request forms and Sensitive patient Access Reports (SPAR) requested by Health and Human Services Office for Civil Rights in conjunction with privacy complaints and breaches in violation of the HIPAA Privacy and Security Rule.</p> <p>Records are emailed to HHS OCR Investigators using Azure RMS encryption or mailed by UPS.</p> <p>NOTE: Privacy investigation files are not mailed to Veterans only to HHS OCR upon request.</p>
Veterans Health Administration	Proficiency Report	10-2623a	<p>Provider evaluation</p> <p>VHA Privacy Office Comments to Address (5/27/22) - This does not appear to be the description of a document that is sent via mail to a Veteran. Is this an actual document sent via mail containing the SSN of the Veteran? Can you please confirm this entry as it is tentatively scheduled to be removed from the report on 6/3/22?</p>
Veterans Health Administration	Public Voucher For Refunds	VA SF 1047	This form is used to process refunds to 3rd party payers and may include the Veteran's SSN for identification purposes with some insurance companies who require Veterans SSN. Medicare ID#s are also SSNs. This document is not mailed to Veterans.

VA Administration	Document Title	Identifying Number	Brief Description
Veterans Health Administration	Pulmonary Function Test	None	<p>Sent/given to patient who request via ROI after a PFT done</p> <p>VHA Privacy Office Comments to Address (5/19/22) - Is this document automatically sent via mail containing the SSN of the Veteran when the report is complete or does the Veteran have to request a copy? Is ROI Department the only office in the facility that processes the requests? Can you please confirm this entry as it is tentatively scheduled to be removed from the report on 6/3/22?</p>
Veterans Health Administration	Release of Information Requests (Health Record and Administrative Record)	None	<p>Health and administrative documents that are mailed to the Veteran that contain the SSN. This entails:</p> <p>A) Records that are printed from the VistA Imaging System and other software packages where the output printouts contain the SSN.</p> <p>B) SSN on outside non-VA documents that were provided to VA and/or scanned into the health records system with the SSN on it.</p> <p>C) Last 4 SSN from the cover letters of the ROI Plus System which is included as part of a coversheet for records sent to the Veteran or third party via mail.</p> <p>D) SSN on PACS - Radiology Images and Reports on CD-ROM</p> <p>E) Accounting of disclosures report from DSS ROI Plus software.</p> <p>F) SSA-827 Form (when not submitted online through the ERE process).</p> <p>NOTE: Records printed directly</p>

VA Administration	Document Title	Identifying Number	Brief Description
			from the DSS ROI Plus Software system do not contain the SSN.
Veterans Health Administration	Return to Work Form	None	RTW notes from CPRS
Veterans Health Administration	Specimen Labels	None	Specimen collection devices are mailed to Veterans to return on their next visit. The specimen collection kit is labeled with a generic label or laboratory label that contains the full SSN. Items are only sent when requested by the provider or Veteran
Veterans Health Administration	State disability forms	None	State disability forms
Veterans Health Administration	State Guardianship Forms	None	State-specific forms whereby family members can petition the county probate court for guardianship of a Veteran. Social Workers sometimes but not routinely complete most of the form and mail to family for review and signature.
Veterans Health Administration	State Medicaid/Long Term Care Medicaid Forms	None	State-specific forms whereby Veterans can apply for LTC Medicaid, as a payer source for nursing home care. Social Workers sometimes but not routinely complete most of the form and mail to the Veteran or family for review and signature.
Veterans Health Administration	Suicide Prevention Safety Plan	NA	Providing Veteran a copy of the development process and expectation is required
Veterans Health Administration	Supportive Services for Veterans and Families	N/A	Veterans fill out a packet for SSVF to receive assistance to obtain a stove, refrigerator, or bed for their HUD VASH unit
Veterans Health Administration	Termination packets	None	HR document printed from computer  VHA Privacy Office Comments to Address (5/27/22) - This does not appear to be the description of a document that is sent via mail to a Veteran. Is this an actual document sent via mail

VA Administration	Document Title	Identifying Number	Brief Description
			containing the SSN of the Veteran? Can you please confirm this entry as it is tentatively scheduled to be removed from the report on 6/3/22?
Veterans Health Administration	Tuberculosis Symptoms Checklist	N/A	<p>Checklist of Tuberculosis Symptoms</p> <p>VHA Privacy Office Comments to Address (5/19/22) - Is this an actual document sent via mail containing the SSN of the Veteran? Is this document printed from CPRS? Can you please confirm this entry as it is tentatively scheduled to be removed from the report on 6/3/22?</p>
Veterans Health Administration	UDM RAPID TOX Patient Testing Log	None	<p>Patient log that is used to track patient Urine Drug Medical test results, ship date, cassette lot number and Quality Control of the testing cassette</p> <p>VHA Privacy Office Comments to Address (5/19/22) - This does not appear to be the description of a document that is sent via mail to a Veteran. Is this an actual document sent via mail containing the SSN of the Veteran? Can you please confirm this entry as it is tentatively scheduled to be removed from the report on 6/3/22?</p>

VA Administration	Document Title	Identifying Number	Brief Description
Veterans Health Administration	Unemployment form	None	<p>respond to Unemployment on their form which includes SSN</p> <p>VHA Privacy Office Comments to Address (5/27/22) - This does not appear to be the description of a document that is sent via mail to a Veteran. Is this an actual document sent via mail containing the SSN of the Veteran? Can you please confirm this entry as it is tentatively scheduled to be removed from the report on 6/3/22?</p>
Veterans Health Administration	VA Application Form Packet Resident/Fellows	VA Form 10-2850D, OF 306, PIV	<p>Required Federal Applications for incoming trainees (MD Residents Fellows</p> <p>VHA Privacy Office Comments to Address (5/27/22) - This does not appear to be the description of a document that is sent via mail to a Veteran. Is this an actual document sent via mail containing the SSN of the Veteran? Can you please confirm this entry as it is tentatively scheduled to be removed from the report on 6/3/22?</p>
Veterans Health Administration	VA Form 2850's	2850 a,b,c,d,	Full SSN
Veterans Health Administration	VA Pittsburg Kidney Transplant Program Monthly HLA ELISA Requisition Form	None	Form used to submit blood samples to the VA Pittsburg for Kidney Transplant candidates in the VAMHCS to receive HLA antibody testing in preparation for transplant



<b>VA Administration</b>	<b>Document Title</b>	<b>Identifying Number</b>	<b>Brief Description</b>
Veterans Health Administration	VA Pittsburgh requisition form	None	Transplant tissue tracking kit
Veterans Health Administration	VBA Disability Benefits Claims	Multiple	Request that contains either Service Number Claims Number or SSN 1. VAF 7131, VA Disability Compensation Benefits Claims 2. VAF 21-4138, Statement in Support of Claims 3. VAF 21-2680, Aid and Attendant 4. Various Disability Benefits Questionnaire
Veterans Health Administration	Veteran Payment History and/or Account Profile	VA Form 10-5345a VA3288	Printout from VISTA showing payments made by the Veteran for a given timeframe. Typically requested by Veterans during tax filing season. Veterans are notified at the time of the request that their full SSN will display on the printout/screenshot, and redaction is offered at the time of request.
Veterans Health Administration	Visage PACS Imaging Reports	None	Imaging Records printed from the VistA-CPRSEMR System that contains the SSN
Veterans Health Administration	VistA LEDI Manifest	None	Vista LEDI manifest contains full name and full SSN# of each patient whose sample is being sent to another laboratory for testing
Veterans Health Administration	Voluntary Contributions Election (CSRS)	RI 38-124	CSRS voluntary contributions election to make additional retirement contributions
Veterans Health Administration	Voucher for participation in research study	None	Payment vouchers that are mailed (some are handed to participants and some are sent in the mail) have the SSN on them because they are payments for participation in a research study. These documents that are mailed that contain the full SSN.

<b>VA Administration</b>	<b>Document Title</b>	<b>Identifying Number</b>	<b>Brief Description</b>
Veterans Health Administration	Waiver Forms	None	Provider completes the Waiver Form and mails to confirm whether the Veteran meets the criteria for the Waiver Program to receive in home services. Form contains the full SSN.
Veterans Health Administration	Welcome letter	None	Letter welcoming Veteran
Veterans Health Administration	Withholding Certificate for Pension or Annuity Payments	W-4P	Form used to designate Federal withholdings from retirement annuity
Veterans Health Administration	Work labor applications	None	Work labor applications
Veterans Health Administration	Wrist Bands	None	Printer Label Band is generated via VISTA with patients' full social security number
Veterans Health Administration	X-RAY IMAGES	None	Radiology images are save/burn in the CD or DVD with patient information (name, SSN, dob, date and type of exams)
Veterans Health Administration	Yale Smilow (Anatomic pathology)	None	Patient blocks/slides sent for case review via UPS.