**Privacy Analyst Task sheet**

**Annotation – not timed**

Introduction  
On the following pages are exercises for you to address to give you a flavour of topics which will concern you as one of our Privacy Analysts.

Your answers will also show us something of the way you work and think as well as how well you communicate.  
The questions are designed to be self-explanatory and straightforward, but if you’re not sure what is being asked, you can contact Gillian: GillianM.privacyhub@datavant.com

Please name your submitted file with your name and up to five letters as a suffix which indicates through which avenue you are applying, e.g., a recruitment agency or Greenhouse e.g., ‘Joe Smith\_GrnHs.doc’. Please do not send links to external storage.

Please write your answers at the bottom of this document.  
We do require that it is all your own work.  
  
Q: An1.

Describe how you would find and replace the following in MS word (this can be done in a single or multiple stages), ensuring only the exact string is replaced (each string is standalone and not part of another word):

1. All occurrences of “NST” in a text file with [[$BIRTH$\_NST]]
2. All 32-character alphanumeric values in the following format:  
   Privacy\_Analyst\_Task\_Key: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

With [[$PATK$\_value]] where “value” is the 32-character alphanumeric

1. All dates within a document where dates are of the following format:  
   XX/XX/XXXX

With [[$DAT$\_ XX/XX/XXXX]] For example, [[$DAT$\_ 11/03/1998]]

Q: An2.

Read the following text and list all direct and indirect identifiers. Give reasoning for each decision. There are no limitations on resources you can use to complete the task.

Ophthalmology Patient Note:

Patient: Ms Regina Wingfield

contact: 011-877-4953, ParadiseHillCB5@earthlink.net

ID #: 28 / RH289504

Insurance provider: latte corporate

The patient is a 71-year-old lady who was seen in consultation (13-Sep) regarding enlarged tonsils. Patient was previously seen at the Boston Medical Centre, 8th Ave., Boston on 03/09/11, also hospitalized when visiting relatives in CA (S CA Hollywood, Rm 3). Ms Wingfield is an Afro-Caribbean female born in 1945, previously residing in Watch Hill, RI. The patient attended with her partner, Bobbi, she teaches flute at Providence Country Day School. Noted patient has a BKA due to DM (from 2002). Patient expresses excessive concerns for pregnant granddaughter (Chantelle, EDD Oct 20 2011). The patient has been having a difficult time with having two to three bouts of tonsillitis this year. She does average about four bouts of tonsillitis per year for the past several years. She reports she would like to get the surgery done here in the Wrentham area as this is much closer to home.

PAST SURGICAL HISTORY: Pertinent for previous cholecystectomy and hysterectomy.

FAMILY HISTORY: No family history of bleeding disorder. She does have a sister living in an assisted living facility in Attleboro with a current ear infection. There is a family history of cancer, diabetes, heart disease, and hypertension.

SOCIAL HISTORY: The patient is single. she is a retired automatic door repairer. Denies tobacco or alcohol use.

PHYSICAL EXAMINATION:

VITAL SIGNS: Pulse is 80 and regular, temperature 98.4, weight 98 pounds, height 5 feet 4 inches.

IMPRESSION:

1. Chronic adenotonsillitis with adenotonsillar hypertrophy.

2. Underweight.

RECOMMENDATIONS: We are going to go ahead and proceed with an adenotonsillectomy. If the patient is agreeable to the planned procedure, we will schedule this accordingly at the Wrexham Medical Center here within the next few weeks. We will make further recommendations afterwards.

Examining physician:

Date: 30-Jan-2001.

An1 answer:

A

* Find and Replace - Ctrl+H
* Find what: NST
* Replace with: [[$BIRTH$\_NST]]
* Ensure "Match case" and "Find whole words only" are selected
* Click Replace All.

B

* Ctrl + H - Find and Replace.
* Click More >>, then check "Use Wildcards".
* In "Find what": Privacy\_Analyst\_Task\_Key: ????????????????????????????????
* In "Replace with": [[$PATK$\_value]]
* Word doesn’t support extracting and using the found value. I’d use Python for capturing and replacing the 32-character value.

C

* Open Find and Replace (Ctrl+H).
* Use wildcards: Check "Use wildcards"
* Find ??/??/????
* Word does not offer a direct way to automatically replace dates in the format XX/XX/XXXX with a new format like [[$DAT$\_ XX/XX/XXXX]] while capturing the original date. Manual replacement needed

An2 answer:

|  |  |
| --- | --- |
| Direct | Indirect identifiers |
| Patient Name: Ms Regina Wingfield. | Age and Date of Birth: 71-year-old, born in 1945. |
| Contact Information: Phone number (011-877-4953) and email address (ParadiseHillCB5@earthlink.net). | Ethnicity: Afro-Caribbean female. |
| Patient ID: 28 / RH289504. Insurance Provider Latte Corporate | Residences:  Previously lived in Watch Hill, RI.  Prefers surgery in the Wrentham area. |
| Medical History  Dr R. Ramos MD examining physician. | Medical Facilities and Locations: Boston Medical Centre, 8th Ave., Boston.  Hospitalised in S CA Hollywood, Rm 3 |
| Family Members and Relationships:  Partner, Bobbi.  Granddaughter, Chantelle (pregnant with EDD Oct 20, 2011) | Occupation: Retired automatic door repairer. |
|  | Physical Examination: Weight 98 pounds, height 5 feet 4 inches. |
|  | Medical History:  Cholecystectomy and hysterectomy surgical history.  BKA due to DM from 2002, chronic adenotonsillitis, enlarged tonsils |
|  | Family History:  Sister living in an assisted living facility in Attleboro with an ear infection.  History of cancer, diabetes, heart disease, and hypertension  Bobbi teaches flute at Providence Country Day School |
|  | Social History:  Single.  Denies tobacco or alcohol use. |