

SUBJECT: USES AND DISCLOSURES OF PROTECTED HEALTH INFORMATION - GENERAL RULES	REFERENCE #1001
DEPARTMENT: ORGANIZATIONWIDE	PAGE: 1 OF: 1
APPROVED BY:	EFFECTIVE:
	REVISED:

POLICY:

It is the policy of _____ to protect the privacy of individual patient health information. Because of this, the amount of information accessible in response to a request for information is limited to the minimum amount needed to perform a specific type of work or to complete a function.

PROCEDURE:

- Define the reason for individual patient health information. Reasons to provide individual patient health information include:
 - For the provision of patient care
 - For billing of patient care
- Requests for individual healthcare information are limited to individuals who need the information to carry out patient care duties. These individuals include:
 - Physicians
 - Nurses and nursing personnel
 - Ancillary personnel to include Pharmacy, Laboratory/Radiology Services, Social Services, Security
- Prior to providing individual healthcare information, the reasons why the information would be needed should be determined. Some reasons to provide individual healthcare information are as follows:
 - Upon request of the patient.
 - If needed for healthcare treatment, operations or billing.
 - If the request originates with a healthcare provider who has an indirect relationship with the individual such as a laboratory or pharmacy.
 - If the request is made to provide care to an inmate of a correctional facility.
 - If the request is made by a representative of an accrediting body.

AUTHORIZATION FORM

_____ is requesting _____ (patient)
to authorize the use and disclosure of confidential healthcare information to _____
for the following purposes:

List and describe the purposes: _____

List the information that is to be used: _____

CONDITIONS:

- The patient agrees to authorize the above named individuals/organization to access his/her confidential healthcare information only for the purpose listed above.
- The information authorized to be released will not be covered under the federal privacy laws.
- The organization will provide the patient with a copy of the confidential healthcare information for which this authorization is being sought.
- The patient is entitled to receive _____ (amount of money) as financial remuneration for providing the authorization to use his/her confidential healthcare information (if applicable).
- The patient is voluntarily signing this authorization.
- The patient reserves the right to refuse to sign this authorization.
- The patient reserves the right to revoke this authorization at any time. This revocation must be writing.
- The patient will receive a copy of the signed authorization.
- This authorization will be maintained by _____ for a period of six (6) years.
- This authorization is in effect from _____ to _____ (length of time). Upon the conclusion of that time period, this authorization is automatically revoked and no further use of the patient's confidential healthcare information is permitted beyond that date.

SIGNATURES:

Patient/Legal Representative: _____ Date: _____

Organization Representative: _____ Date: _____

PRIVACY NOTICE

THE FOLLOWING NOTICE DESCRIBES HOW YOUR MEDICAL INFORMATION MAY BE USED AND DISCLOSED, AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW THE INFORMATION CAREFULLY.

- Your confidential healthcare information may be released to other healthcare professionals within the organization for the purpose of providing you with quality healthcare.
- Your confidential healthcare information may be released to your insurance provider for the purpose of the organization receiving payment for providing you with needed healthcare services.
- Your confidential healthcare information may be released to public or law enforcement officials in the event of an investigation in which you are a victim of abuse, a crime or domestic violence.
- Your confidential healthcare information may be released to other healthcare providers in the event you need emergency care.
- Your confidential healthcare information may be released to a public health organization or federal organization in the event of a communicable disease or to report a defective device or untoward event to a biological product (food or medication).
- Your confidential healthcare information may not be released for any other purpose than that which is identified in this notice.
- Your confidential healthcare information may be released only after receiving written authorization from you. You may revoke your permission to release confidential healthcare information at any time.
- You may be contacted by the organization to remind you of any appointments, healthcare treatment options or other health services that may be of interest to you.
- You may be contacted by the organization for the purposes of raising funds to support the organization's operations.
- You have the right to restrict the use of your confidential healthcare information. However, the organization may choose to refuse your restriction if it is in conflict of providing you with quality healthcare or in the event of an emergency situation.
- You have the right to receive confidential communication about your health status.
- You have the right to review and photocopy any/all portions of your healthcare information.
- You have the right to make changes to your healthcare information.

SUBJECT: INFORMATION ACCESS CONTROL	REFERENCE #2009
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APPROVED BY:	EFFECTIVE: REVISED:

POLICY:

- It is the policy of _____ to determine the need for access to and appropriate levels of security and confidentiality of healthcare information. Individuals/departments are identified with specific policies/procedures defining the degree of access and need for healthcare information.
 - Information Services Department personnel will have access to all documentation present in the medical record.
 - Nursing personnel will have access to all pertinent patient information to allow for optimum assessment, treatment and care of the patient in accordance with general nursing policies and procedures.
 - Medical staff will have access to all pertinent patient information that will allow them to provide optimum treatment to any patient for which they are attending, covering or serving as a consulting physician in accordance with the medical staff performance expectations.
 - Clerical personnel categorized as business office will have access to all necessary patient information that allows for appropriate billing, insurance and financial procedures.
 - Performance Improvement, Utilization Review, Case Management and Risk Management Department personnel will have access to all pertinent patient information, both clinical and financial, to allow for optimum assessment to perform the expected function within the department.
 - All other ancillary and administrative personnel will have access to patient information on an as needed bases, restricted to level of authority, according to hospitalwide policies and procedures which govern the security and confidentiality of patient information.
 - Once degree of access has been established, the employee is issued a log-in and passcode to use when accessing the medical record by the Information Services Department. The Information Services Department controls the degree of access of computerized medical records by electronically granting privileges to portions of the record and subsequent database.

SUBJECT: SECURITY MANAGEMENT PROCESS	REFERENCE #2020
DEPARTMENT: ORGANIZATIONWIDE	PAGE: 1 OF: 1
APPROVED BY:	EFFECTIVE: REVISED:

POLICY:

- It is the policy of _____ to manage the security of all confidential patient healthcare information.
- _____ believes that all patient healthcare information is confidential and must be kept in a secure manner. _____ upholds the highest level of security of all confidential patient healthcare information. In the event of any breaches of this security, _____ will strive to recover the information released in the breach, identify the employee(s) responsible for the breach and discipline those responsible for the breach.

PROCEDURE:

- The Director of Information Services is responsible for overseeing the integrity of the security management process.
- The Security Management Process includes:
 - Roles and responsibilities of the Director of Information Services to include overseeing the implementation of security policies, employee education regarding security measures, integrity of electronic communication, the physical security of the information and decisions regarding the abuse or misuse of the information.
 - The Director of Information Services in conjunction with the organization Administrator has selected and implemented security processes that secure the confidentiality and integrity of confidential patient healthcare information in the most cost-effective manner.
 - The Director of Information Services in conjunction with other organization committees uphold the process to reduce breaches to confidential patient healthcare information.
 - Organization employees are trained on the security measures regarding confidential patient healthcare information. This information is provided upon initial orientation to the organization as a new employee and reviewed annually by the Trainer and the Information Services Department. Documentation of the original information and the annual review is kept in the Information Services Department.