SECTION ONE: GENERAL POLICIES REGARDING THE USE AND DISCLOSURE OF PROTECTED HEALTH INFORMATION

1.2 GENERAL POLICY -- USE AND DISCLOSURE OF PROTECTED HEALTH INFORMATION

1.3 AUTHORIZATION TO USE OR DISCLOSE PROTECTED HEALTH INFORMATION

1.4 STANDARDS FOR FORM AND CONTENT OF AUTHORIZATION FORMS

Sample Authorization Form - Health Care Provider Version
Checklist to Validate Authorization Forms

1.5 CONFLICTS BETWEEN AUTHORIZATIONS AND RESTRICTIONS

SECTION TWO: USES AND DISCLOSURES OF PROTECTED HEALTH INFORMATION WITHOUT PATIENT AUTHORIZATION

2.1 FACILITY DIRECTORIES

2.2 PROVIDING MEDICAL INFORMATION TO FAMILY, FRIENDS, OR OTHERS DIRECTLY INVOLVED IN THE PATIENT'S CARE

2.3 DISCLOSURES OF PROTECTED HEALTH INFORMATION THAT ARE REQUIRED BY LAW -- GENERAL

2.4 DISCLOSURE OF PROTECTED HEALTH INFORMATION FOR PUBLIC HEALTH PURPOSES

2.5 DISCLOSURE OF PROTECTED HEALTH INFORMATION TO REPORT CHILD ABUSE, OR OTHER ABUSE, NEGLECT, OR DOMESTIC VIOLENCE

2.6 REPORTING PROTECTED HEALTH INFORMATION TO EMPLOYERS UNDER OSHA AND SIMILAR LAWS

OSHA EXAMINATION NOTICE

2.7 DISCLOSURE OF PROTECTED HEALTH INFORMATION TO "REGULATORS"

2.8 SUBPOENAS, COURT ORDERS, DISCOVERY REQUESTS, AND OTHER LEGAL PROCESSES, AND THE DISCLOSURE OF PROTECTED HEALTH INFORMATION

2.9 DISCLOSURE OF PROTECTED HEALTH INFORMATION FOR LAW ENFORCEMENT PURPOSES

Required by law
For identification.
Crime victim.
Death due to criminal conduct
Evidence of a crime on premises
Evidence of a crime off premises.
Abuse, neglect, or domestic violence.
Bystander or victim.
To apprehend a perpetrator.
Escapee.

2.10 DISCLOSURE OF PROTECTED HEALTH INFORMATION IN DISASTER SITUATIONS

2.11 DISCLOSURE OF PROTECTED HEALTH INFORMATION WITHOUT AUTHORIZATION, TO AVOID A SERIOUS THREAT TO HEALTH OR SAFETY
2.12 **DISCLOSURE OF PROTECTED HEALTH INFORMATION FOR CERTAIN GOVERNMENT FUNCTIONS**
   - Military.
   - National security and intelligence.
   - Protective services for the President and others.

2.13 **DISCLOSURE OF PROTECTED HEALTH INFORMATION PERTAINING TO INMATES**

2.14 **DISCLOSURE OF PROTECTED HEALTH INFORMATION TO WORKERS' COMPENSATION PROGRAMS**

2.15 **EXTENSION OF PRIVACY PROTECTION TO DECEASED INDIVIDUALS**

2.16 **DISCLOSURE OF PROTECTED HEALTH INFORMATION TO PERSONAL REPRESENTATIVES**

2.17 **USE AND DISCLOSURE OF PROTECTED HEALTH INFORMATION IN AN EMERGENCY**

**SECTION THREE: MINIMUM NECESSARY USE AND DISCLOSURE**

3.1 **MINIMUM NECESSARY RULE**

3.2 **ASSIGNMENT OF ACCESS PRIVILEGES**

3.3 **ROUTINE AND RECURRING REQUESTS FOR AND DISCLOSURES OF PROTECTED HEALTH INFORMATION**

3.4 **REQUESTS FOR, AND DISCLOSURES OF, PROTECTED HEALTH INFORMATION THAT ARE NOT ROUTINE AND RECURRING**

3.5 **DE-IDENTIFIED INFORMATION**

3.6 **LIMITED DATA SET**

**SECTION FOUR: WORKFORCE POLICIES**

4.1 **TRAINING PROGRAM: USES, DISCLOSURES, AND SAFEGUARDING PROTECTED HEALTH INFORMATION**

4.2 **SANCTIONS FOR VIOLATING PRIVACY AND SECURITY POLICIES AND PROCEDURES**

4.3 **DISCLOSURE OF PROTECTED HEALTH INFORMATION BY "WHISTLEBLOWERS"**

4.4 **DISCLOSURES OF PROTECTED HEALTH INFORMATION BY WORKFORCE MEMBERS WHO ARE THE VICTIMS OF CRIME**

**SECTION FIVE: PATIENTS' RIGHTS**

5.1 **PATIENT REQUESTS TO RESTRICT THE USE OR DISCLOSURE OF PROTECTED HEALTH INFORMATION**

5.2 **ALTERNATIVE COMMUNICATION OF HEALTH INFORMATION**

5.3 **RIGHT OF ACCESS TO PROTECTED HEALTH INFORMATION**
   - Designation of Responsibility for Receiving and Processing Patient Requests for Access to PHI

5.4 **INDIVIDUAL REQUESTS TO AMEND HEALTH INFORMATION**
   - Designation of Responsibility for Receiving and Processing Patient Requests for Amendment of PHI

5.5 **ACCOUNTING OF DISCLOSURES OF HEALTH INFORMATION**
   - Designation of Person Responsible for Receiving and Processing Requests for an Accounting of Disclosures
   - Request for Accounting of Disclosures Form
   - Disclosures Tracking Log Form

5.6 **COMPLAINTS ABOUT PRIVACY PRACTICES**
SECTION SIX: ORGANIZATIONAL MATTERS

6.1 HIPAA TRANSACTION AND CODE SET STANDARDS
6.2 SINGLE AFFILIATED COVERED ENTITY
6.3 DESIGNATION OF COVERED HEALTH CARE COMPONENTS: HYBRID ENTITY
6.4 USE AND DISCLOSURE OF PROTECTED HEALTH INFORMATION FOR MARKETING PURPOSES
6.5 USE AND DISCLOSURE OF PROTECTED HEALTH INFORMATION FOR FUNDRAISING
6.6 USE AND DISCLOSURE OF PROTECTED HEALTH INFORMATION FOR FUNDRAISING
6.7 DESIGNATION OF PRIVACY OFFICIAL AND CONTACT FOR COMPLAINTS AND REQUESTS RELATED TO PRIVACY
   - Privacy Official
   - Contact office for complaints
   - Contact office to receive requests for access to PHI, to amend PHI, or for an accounting of disclosures of PHI
   - Contact office to provide additional information about matters covered in the NOTICE OF PRIVACY PRACTICES
6.8 USE AND DISCLOSURE OF PROTECTED HEALTH INFORMATION FOR FUNDRAISING
6.9 DUTY TO REPORT SECURITY OR PRIVACY BREACH AND MITIGATE THE EFFECT
6.10 MAINTENANCE OF PRIVACY AND SECURITY POLICIES
6.11 USE AND DISCLOSURE OF HEALTH INFORMATION ACQUIRED PRIOR TO COMPLIANCE DATE FOR FEDERAL PRIVACY REGULATIONS: APRIL 14, 2003

SECTION SEVEN: LEGAL MATTERS

7.1 NOTICE OF PRIVACY PRACTICES
   Sample Notice of Privacy Practices
7.2 DISCLOSURE OF PROTECTED HEALTH INFORMATION TO BUSINESS ASSOCIATES AND OTHER CONTRACTORS
   Sample HIPAA Business Associate Contract Provisions
7.3 STATE LAWS GOVERNING THE CONFIDENTIALITY OF PROTECTED HEALTH INFORMATION
7.4 COOPERATION WITH FEDERAL COMPLAINT INVESTIGATIONS AND COMPLIANCE REVIEWS
7.5 TRADING PARTNER AGREEMENT

SECTION EIGHT: SAFEGUARDS

8.1 SAFEGUARDS TO PROTECT THE PRIVACY OF PROTECTED HEALTH INFORMATION
8.2 TERMINATION OR MODIFICATION OF ACCESS TO PROTECTED HEALTH INFORMATION: ELECTRONIC SYSTEMS
8.3 ASSIGNMENT OF SECURITY RESPONSIBILITY
8.4 MEDIA CONTROL
8.5 PHYSICAL ACCESS CONTROLS
8.7 POLICIES AND GUIDELINES ON WORK STATION USE AND LOCATION
8.8 FACSIMILE MACHINES AND PROTECTED HEALTH INFORMATION
8.9 E-MAIL AND PROTECTED HEALTH INFORMATION
8.10 GENERAL GUIDELINES TO SAFEGUARD PROTECTED HEALTH INFORMATION

SECTION NINE: EMPLOYEE HEALTH PLANS
9.1 EMPLOYEE HEALTH BENEFIT PLAN: APPLICABILITY OF FEDERAL PRIVACY REGULATIONS
9.2 EMPLOYEE HEALTH BENEFIT PLAN: USE AND DISCLOSURE OF PROTECTED HEALTH INFORMATION
9.3 STANDARDS FOR EMPLOYEE WELFARE BENEFIT PLAN DOCUMENTS: PRIVACY OF PROTECTED HEALTH INFORMATION

SECTION TEN: SPECIAL CASES - USES AND DISCLOSURES OF PHI
10.1 USE AND DISCLOSURE OF PROTECTED HEALTH INFORMATION FOR PURPOSES OF RESEARCH
   Institutional Review Board Waiver
   Privacy Board Alternative.
10.2 USE OR DISCLOSURE OF PSYCHOTHERAPY NOTES