

# HIPAA: HIPAA Policies

In this issue of *HIPAA: Nuts and Bolts*, we'll take a look at OHSU's HIPAA policies. Although policies may not be an exciting read, OHSU's HIPAA policies are an excellent source of information. Among other things, they spell out:

- How we may use and disclose health information
- How to handle external requests for PHI
- Special protections for HIV, drug and alcohol, and other sensitive information
- Special provisions for minors
- Our responsibilities regarding patient rights

Most of these policies are now posted on the web; click on the blue underlined policies below. These policies are also summarized at <http://w.ohsu.edu/integrity/policies>

## OHSU HIPAA Policies: A Summary

Below is a quick overview of OHSU's HIPAA-related policies.

<b>Name of Policy and Brief Description</b>	<b>Huh? What Does <i>That</i> Mean?</b>
<a href="#"><u>Notice of Privacy Practices</u></a> OHSU shall maintain a Notice of Privacy Practices for the Hospitals and Clinics of OHSU and OHSUMG ("Notice") and shall make it available and provide it to each patient.	Describes our Notice of Privacy Practices and what to do with it.
<a href="#"><u>Right to Request Access to Inspect or Obtain a Copy of Protected Health Information</u></a> OHSU shall provide the individual the right to request access for inspection or copies of his/her protected health information held in OHSU's designated record set(s).	Here's what to do if a patient wants to see or get a copy of their health records.
<a href="#"><u>Right to Request an Amendment of Health Information</u></a> An individual has the right to request an amendment of protected health information that is maintained in an OHSU designated record set(s).	Here's what to do if a patient thinks their health records are inaccurate or incomplete.
<a href="#"><u>Permitted Uses &amp; Disclosures of Protected Health Information</u></a> It is the policy of OHSU to use and disclose protected health information in accordance with state and federal rules and regulations and hospital policy.	This is a beast of a policy (very long), but a terrific source of information. This policy describes what we are allowed to do with PHI and how we may disclose it outside of OHSU. Definitely recommended reading. Information about minors, drug and alcohol, HIV, and mental health information are all found here.

Name of Policy and Brief Description	Huh? What Does <i>That</i> Mean?
<p><b>Complaints</b> This policy coordinates OHSU privacy concerns.</p>	<p>What to do if a patient has a privacy concern or complaint.</p>
<p><b><u>Minimum Necessary Requirements</u></b> When using or disclosing protected health information or when requesting protected health information from another covered entity, OHSU shall make reasonable efforts to limit the protected health information to the minimum necessary to accomplish the intended purpose of the use, disclosure, or request. As a general rule, OHSU may not use, disclose or request an entire health record of an individual, unless otherwise documented or permitted. Disclosures of an entire health record shall be accompanied by documented justification why the entire health record is needed.</p>	<p>How to determine which information should be accessed, used or disclosed in order to accomplish different tasks. Another compelling read! An additional resource document is posted at <a href="http://www.ohsu.edu/integrity/ips/resources">www.ohsu.edu/integrity/ips/resources</a>. Click on the “Minimum Necessary Standards” button.</p>
<b>Other HIPAA Policies</b>	
<p><b><u>Right to Request Restrictions on Use &amp; Disclosure of Health Information for Treatment, Payment, or Health Care Operations</u></b></p>	<p>What to do if a patient wants to request a restriction on how we use and disclose their health information for treatment, payment, and health care operations.</p>
<p><b><u>Right to an Accounting of Disclosures of Health Information</u></b></p>	<p>See Right to an Accounting of Disclosures, <i>HIPAA Nuts and Bolts #2</i>.</p>
<p><b><u>Uses and Disclosures of Protected Health Information for the Involvement of Family and Friends in a Patient’s Care</u></b></p>	<p>What to do if a patients doesn’t want health information shared with family and friends.</p>
<p><b><u>Right to Request Confidential Communication of Health Information</u></b></p>	<p>What to do if a patient wants us to send information to them in special ways, like having lab results sent to an alternate address.</p>
<p><b><u>Authorization for Use and Disclosure of Protected Health Information</u></b></p>	<p>What to do if we want to use PHI for things besides treatment, payment, and operations (for instance, research.)</p>
<p><b><u>Uses and Disclosures of Protected Health Information for which Authorization or an Opportunity to Agree or Object is Not Required</u></b></p>	<p>This describes things we can do with PHI that fall outside of treatment, payment, and operations that we can do without the patient’s authorization. For instance, reports that are required by law (child abuse is one example.)</p>
<p><b><u>Uses and Disclosures of Protected Health Information for a Facility Directory</u></b></p>	<p>Describes what we can include in our facility directory and who’s allowed to get this information.</p>
<p><b><u>Role-Based Access to Protected Health Information</u></b></p>	<p>Describes how we determine who has access to what PHI based on their role/job at OHSU.</p>

