

## PLUMAS COUNTY, CALIFORNIA



### HIPAA RELATED POLICIES AND PROCEDURES

EFFECTIVE APRIL 14, 2003

### CONFIDENTIALITY OF PROTECTED HEALTH INFORMATION

**Policy:** Plumas County will make every effort to protect the confidentiality of individually identifiable health information.

**Purpose:** Plumas County recognizes that health information directly associated with an individual is private and should be kept confidential.

**Responsibility:** Plumas County will define protected health information (PHI) and train employees to recognize and protect its confidentiality.

**Process:** Plumas County defines health information as:

Health information is any information, whether oral or recorded in any form or medium, that: is created or received by a health care provider, health plan, public health authority, employer, life insurer, school, or health clearinghouse; and relates to the past, present, or future physical or mental health or condition of an individual; the provision of health care to an individual; or the past, present, or future payment for the provision of health care to an individual.

Health information is individually identifiable when it identifies an individual; or when there is a reasonable basis to believe that it can be used to identify an individual. Items that identify an individual include name, address, telephone number, e-mail address, driver's license number, social security number, employee number, student number, photographs, and fingerprints.

Plumas County will train all employees as to the existence of protected health information. Employees working in departments that regularly send, receive or have access to protected health information will receive more thorough training on maintaining the confidentiality of this information.

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Last revision date:

Reference: 45 CFR 164.501