

# Stark County Board of Developmental Disabilities

HIPAA Procedure 14: HIPAA Minimum Necessary Standard	Effective: 4/14/2003
Chapter 2: Agency Administration	Page 1 of 1

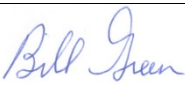
**Subject: HIPAA Minimum Necessary Standard**

The Board is committed to maintaining the confidentiality and privacy of the Protected Health Information (PHI) of those served, both in its internal and external use, disclosure and release of PHI. The Board will continue not to use or disclose more than the minimum amount of PHI necessary to accomplish the intended purpose of the use or disclosure. This is called the “minimum necessary standard,” or “need to know” standard. This standard is to be applied to each and every release and request for PHI.

The entire medical record may be disclosed without limiting it to the minimum necessary amount of PHI in the following limited situations:

1. Disclosures to or requests by healthcare providers for treatment purposes;
2. Disclosure of the PHI directly to the Individual Served, legal guardian, or parent or legal guardian of an individual under the age of eighteen (“Individual Served”);
3. Uses or disclosures made pursuant to an authorization requested by the Individual Served;
4. Uses or disclosures required for compliance with the security and transaction portions of HIPAA;
5. Disclosures to the Department of Health and Human Services when required for enforcement purposes; and
6. Uses or disclosures that are required by other law.

Questions in regard to this procedure are to be directed to the Privacy Officer.

<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Applies to:</td> <td style="width: 15%;">Yes</td> <td style="width: 15%;">No</td> </tr> <tr> <td>All Employees</td> <td style="text-align: center;">X</td> <td></td> </tr> <tr> <td>Non Represented</td> <td></td> <td></td> </tr> <tr> <td>SCEPTA</td> <td></td> <td></td> </tr> <tr> <td>SCDD SSA</td> <td></td> <td></td> </tr> <tr> <td>See Current Bargaining Agreement</td> <td></td> <td></td> </tr> </table>	Applies to:	Yes	No	All Employees	X		Non Represented			SCEPTA			SCDD SSA			See Current Bargaining Agreement			<p><b>Historical Resolution Information</b> Policy 2.22 HIPAA</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;"><b>Date</b></td> <td style="width: 70%;"><b>Resolution Number</b></td> </tr> <tr> <td>1/19/13</td> <td>01-09-13</td> </tr> </table> <p><b>Procedure Revision</b> 6/11/12</p>	<b>Date</b>	<b>Resolution Number</b>	1/19/13	01-09-13
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Superintendent’s Signature: 	Reviewer(s): Privacy Officer Security Officer																						