

# Stark County Board of Developmental Disabilities

HIPAA Procedure 20: HIPAA Disclosure of PHI on a Non-Board Release Form	Effective: 4/14/2003
Chapter 2: Agency Administration	Page 1 of 1

**Subject: HIPAA Disclosure of Protected Health Information on a Non- Board Release Form**

The Compliance Committee members shall designate a staff person(s) responsible to receive and determine if Protected Health Information (PHI) is being requested to be disclosed to a third party. Should PHI be all or part of the requested disclosure, the designated staff person will make the determination that the authorization supplied by the third party contains the elements required by the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") Privacy Rule in order to be valid. The Board's [Checklist of Authorization Validity form, \(ARI-AV-1\)](#), is to be used to ensure all required elements are present.

Should the staff person(s) responsible determine that the authorization does not contain the required elements; the information requested is not to be released. The Compliance Committee Member/designee or Privacy Officer is to be consulted if there are questions about the authorization form meeting the required content.

If the authorization is lacking the requirements specified by the Privacy Rule, staff shall complete a [Board Authorization for Release of Information form](#) reflecting the correct information, review the form with the Individual Served, legal guardian, or parent or legal guardian of an individual under the age of eighteen, and if in agreement, obtain the appropriate signature on the release.

The invalid authorization, a copy of the completed Checklist for Authorization Validity form, and a copy of any correspondence to the requestor is to be placed in the Department Case Record of the Individual Served.

Applies to:            Yes            No All Employees            X Non Represented SCEPTA SCDD SSA See Current Bargaining Agreement	<b>Historical Resolution Information</b> Policy 2.22 HIPAA  <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"><b>Date</b></td> <td style="width: 50%;"><b>Resolution</b></td> </tr> <tr> <td>1/19/13</td> <td>01-09-13</td> </tr> </table> <b>Procedure Revision 6/11/12</b>	<b>Date</b>	<b>Resolution</b>	1/19/13	01-09-13
<b>Date</b>	<b>Resolution</b>				
1/19/13	01-09-13				
Superintendent's Signature:	Reviewer(s): Privacy Officer Security Officer				