

DISCLOSURE OF PROTECTED HEALTH INFORMATION TO “REGULATORS” PROCEDURE

1. Any member of the BHHF workforce (worker) who receives a request for the non-routine disclosure of PHI from someone who identifies himself or herself as a regulator shall consult the BHHF Privacy Official or Designee(s).
2. The BHHF Privacy Official or Designee(s) will review the request in accordance with this policy, and will determine what, if any, PHI will be disclosed. The Privacy Official or Designee(s) will document the rationale for this determination, and this documentation will be retained for at least six years or longer if required by state law or regulation.
3. The Privacy Official or Designee(s) will take necessary steps to protect PHI from being disclosed inappropriately.
4. The Designated Attorney or Designee(s) and the Privacy Official or Designee(s) will assure that PHI which may be disclosed to the regulator who requests it, is disclosed promptly. Any such disclosure must be recorded in accordance with the ACCOUNTING OF DISCLOSURES OF PROTECTED HEALTH INFORMATION policy
5. The Privacy Official or Designee(s), with the advice of the Designated Attorney or Designee(s) and assistance of department heads and other management personnel, will identify routine and recurring disclosures of PHI to regulators, and assure that each such disclosure complies with this policy and with the ROUTINE AND RECURRING REQUESTS FOR AND DISCLOSURES OF PROTECTED HEALTH INFORMATION policy.
6. Disclosures made under this policy must be recorded for inclusion in any accounting of disclosures. See ACCOUNTING OF DISCLOSURES OF PROTECTED HEALTH INFORMATION.

REFERENCE: 45 CFR § 164.512(d)

See also: ROUTINE AND RECURRING REQUESTS FOR AND DISCLOSURES OF PROTECTED HEALTH INFORMATION
DISCLOSURES OF PROTECTED HEALTH INFORMATION FOR LAW ENFORCEMENT PURPOSES
ACCOUNTING OF DISCLOSURES OF PROTECTED HEALTH INFORMATION

Effective Date: 4/14/03

Dates Revised:

A handwritten signature in cursive script, reading "Jerome E. Lovrien", is positioned above a horizontal line. The signature is written in black ink on a white background.

Jerome E. Lovrien, Commissioner, Bureau for Behavioral Health and Health Facilities