

## **SAFEGUARDS TO PROTECT THE PRIVACY OF PROTECTED HEALTH INFORMATION POLICY**

**RESPONSIBILITY:** Privacy Official or Designee(s), Security Official, Director of Information Systems, Director of Medical Records

**BACKGROUND:**

Behavioral Health and Health Facilities (BHFF) has adopted a number of safeguards to prevent the unauthorized use, alteration, or disclosure of protected health information. These safeguards include administrative procedures, physical protections, and technological protections.

These safeguards are contained in the following policies:

- TRADING PARTNER AGREEMENT
- ASSIGNMENT OF ACCESS PRIVILEGES
- STANDARDS FOR THE ELECTRONIC EXCHANGE OF PROTECTED HEALTH INFORMATION
- PROCEDURES FOR TERMINATION OR MODIFICATION OF ACCESS
- ASSIGNMENT OF SECURITY RESPONSIBILITY
- MEDIA CONTROL POLICIES AND PROCEDURES
- PHYSICAL ACCESS CONTROL POLICIES AND PROCEDURES
- POLICIES AND GUIDELINES ON WORK STATION USE AND LOCATION
- E-MAIL AND PROTECTED HEALTH INFORMATION
- FACSIMILE MACHINES: USE TO TRANSMIT AND RECEIVE PROTECTED HEALTH INFORMATION

**POLICY:**

BHFF will maintain adequate administrative, technical and physical safeguards to protect the privacy of protected health information from unauthorized use or disclosure, whether intentional or unintentional, and from theft and unauthorized alteration. Safeguards will also seek to reduce the likelihood of use or disclosure of PHI that is unintended and incidental to a use or disclosure in accordance with BHFF policies and procedures.

Effective Date: 4/14/03

Dates Revised:



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