

DISCLOSURE OF PROTECTED HEALTH INFORMATION IN DISASTER SITUATIONS PROCEDURE

PROCEDURE:

1. Members of the BHHF workforce (workers) should confer with their supervisors, if at all possible, before making any disclosure of PHI in a disaster situation. Any such disclosure must be recorded and reported to the Privacy Official or Designee(s) unless the nature of the disaster makes that impossible. The information recorded should include the date, identity of the patient(s) to whom the PHI pertains, a brief description of the PHI disclosed, and the person or persons to whom the PHI was disclosed.
2. Workers may consult the Privacy Official or Designee(s), Designated Attorney or Designee(s), or senior BHHF administrators for guidance on what information to disclose in a disaster.
3. Records of disclosures made under this policy must be retained for at least six years or longer if required by state law or regulation.
4. Disclosures made under this policy must be included in an accounting of disclosures. See the ACCOUNTING OF DISCLOSURES OF PROTECTED HEALTH INFORMATION policy.

REFERENCE: 45 CFR § 164.510(b)(4)

See also: ACCOUNTING OF DISCLOSURES OF PROTECTED HEALTH INFORMATION

Effective Date: 4/14/03

Revised Dates:



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