# CALIFORNIA CORRECTIONAL HEALTH CARE SERVICES

| VOLUME 6: HEALTH INFORMATION MANAGEMENT | Effective Date: 01/2002 |
|---|---|
| CHAPTER 3 | Revision Date: 08/2016 |
| 6.3.1 MANAGING HEALTH RECORD ACCESS TO PROTECTED HEALTH INFORMATION POLICY | Attachments: Yes ☐ No ☒ |

## I. POLICY

California Correctional Health Care Services (CCHCS) Health Information Management (HIM) shall understand and adhere to established rules, guidelines, and statutes to ensure patient privacy, as well as control access to, use, and disclosure of Protected Health Information. CCHCS HIM staff shall safeguard both the health record and its contents against loss, defacement, tampering, and from disclosure or use by unauthorized individuals in accordance with Information Security Office mandates. Reviews of requests from all external entities shall take place at headquarters.

## II. PURPOSE

To ensure patient health information is protected against loss, defacement, tampering, and unauthorized disclosure.

## III. RESPONSIBILITY

A. Under the direction of the Deputy Director, Medical Services, HIM Headquarters, Institution Health Records, and Health Record Center staff are responsible for the oversight, implementation, monitoring, and evaluation of this policy.

B. The Chief Executive Officer or designee, Health Records Technician III, and Health Records Technician II of each institution are responsible for the implementation, monitoring, and evaluation of this policy.

## IV. REFERENCES

- Code of Federal Regulations, Title 45, Sections 160.201 - 205. Health Insurance Portability and Accountability Act Privacy Rule
- American Health Information Management Association. Health Information Management Concepts, Principles, and Practice. Third Edition. Copyright ©2010
- Clark M., Gregg C., Hughes G., Lessig R., Morris D., & Wieland L. (2001) Documentation for Ambulatory Care (Revised ed.). American Health Information Management Association. Chicago, IL
- California Correctional Health Care Services, Inmate Medical Services Policies and Procedures, Volume 13, Privacy