

Yamhill Fire Protection District

District Policies, Procedures, & SOG's

MISSION

*Yamhill Fire Protection District is dedicated to
serve and protect our community*

District Policies

OPERATIONS

OPS-EMS – 508

Patient Health Information Access, Security and
Disclosure

Issued: January 11, 2005

Revised: September 8, 2015

PURPOSE:

To outline levels of access to Protected Health Information (PHI) for various staff members of Yamhill Fire Protection District and to provide a policy and procedure on limiting access, disclosure, and use of PHI. To provide policies outlining patient rights and the Yamhill Fire Protection District responsibilities in fulfilling patient requests. Security of PHI is everyone's responsibility. This is to follow with the Federal standard set forth by Health Insurance Portability and Accountability Act.

POLICY:

Yamhill Fire Protection District retains strict requirements on the security, access, disclosure and use of PHI. Access, disclosure and use of PHI will be based on the role of the individual staff member in the organization and should be only to the extent that the person needs access to PHI to complete necessary job functions.

When PHI is access, disclosed and used, the individuals involved will make every effort, except in patient care situations, to only access, disclose and use PHI to the extent that only the minimum necessary information is used to accomplish the intended purpose.

Patients may exercise their rights to access, amend, restrict, and request an accounting, as well as lodge a complaint with either Yamhill Fire Protection District or the Secretary of the Department of Health and Human Services.