

## HIPAA Policies and Procedures

Privacy Rule Citation	Policy Section	Policy	Forms	Tools
<b>GENERAL RULES - Section 1</b>				
164.501	1	**Designated Record Set	None	
164.502, 164.514(d)	1	**Minimum Necessary Uses and Disclosures of PHI	None	Role Based Access Grid
164.520	1	**Notice of Privacy Practices Policy	Notice of Privacy Practices, Acknowledgment of Receipt of Notice of Privacy Practices	
164.530(c)	1	**Safeguarding PHI: General Guidelines	HIPAA Audit Tool	
164.530(c)	1	Safeguarding & Storing Medical Records	None	
164.530(c)	1	Safeguards: Emailing PHI	None	
164.530(c)	1	Safeguards: Faxing PHI	None	Fax Cover Sheet
164.530(c)	1	**Safeguards: Posted PHI	None	
<b>USES AND DISCLOSURES - Section 2</b>				
164.510(b)	2	Disclosures to Persons Involved in a Resident's Care	None	
164.512	2	**Other Disclosures of PHI	None	Request and Disclosure Table
164.508	2	Uses & Disclosures Requiring a Written Authorization	Authorization to Use and/or Disclose Health Information	Checklist for Valid Authorization
164.512(i)	2	Uses and Disclosures of PHI for Research	Authorization to Use and/or Disclose Health Information	
164.510(a)	2	Uses and Disclosures of PHI for the Directory	None	
<b>RIGHTS OF RESIDENTS - Section 3</b>				
OBRA	3	**Access to PHI: Current Residents	None	42 CFR 483.10 (b) & (e)
164.524	3	**Access to PHI: Former Residents	Access to PHI	
164.528	3	Accounting of PHI Disclosures	Request for an Accounting of Disclosure, Notification of Time Extension	

\*\* Indicates Areas of Greater Impact

8/11/2003

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Privacy Rule Citation	Policy Section	Policy	Forms	Tools
<b>RIGHTS OF RESIDENTS - Section 3 (Continued)</b>				
164.526	3	Amendment of PHI	Amendment of PHI, HIPAA Activity Log, Notice of Time Extension, Amendment Denial Letter, Amendment Acceptance Letter, Notice of Amendment Letter	
164.522(b)	3	Communication by Alternative Means	Communication by Alternative Means	
164.530(d), (f), (g)	3	Complaint Process	Complaint Regarding Use/Disclosure of PHI Resolution of Complaint Complaint Log	
164.522(a)	3	Restrictions to Permitted Use & Disclosure of PHI	Restrictions to Use and Disclosure of PHI	
<b>OTHER REQUIREMENTS - Section 4</b>				
164.502(e), 164.504(e)	4	**Business Associate	None	BA Decision Tree
164.514	4	De-Identification of PHI	None	
164.514	4	Marketing and Fundraising	Authorization to Use and/or Disclose Health Information	
164.512(e)	4	Responding to a Subpoena	None	
164.530(e)	4	Sanctions	None	
164.514(h)	4	Verification of Identity & Authority of Officials Requesting PHI	None	
<b>PRIVACY DESIGNEE DOCUMENTATION - Section 5</b>				
N/A	5	HIPAA Activity Log	All	
164.530(j)	5	Retention of HIPAA Documentation	HIPAA Activity Log	