 <b>Processing SOP Manual</b>	<b>Title: Confidentiality of Information</b>	
	<b>SOP:</b> Processing Department	<b>Version: 1.0</b>
	<b>Effective Date:</b> 03/23/2017	Page 3 of 4

**PURPOSE:**

To inform the employee of the requirements of the confidentiality of Protected Health Information or PHI. This is in addition to the training received through Human Resources

**SCOPE:**

Processing Department

**RESPONSIBILITY:**

The Medical or Section Director is responsible for ensuring that the procedure is in compliance with CAP and CLIA regulations. The Director must review and approve this procedure at appropriate intervals. The Medical Director may delegate some of the responsibilities to other CLIA/CAP qualified personnel.

The Processing Supervisor/Manager will have the overall responsibility for implementing this procedure. The supervisor/manager is responsible for ensuring that the procedure is followed accurately and that competency documentation is appropriate.


All processors performing this procedure are required to have appropriate training and competency approved. They are responsible for reading, understanding and competently performing this procedure without deviation.

**EQUIPMENT:** None

**SUPPLIES:** None

**PROCEDURE:**

1. Understand that privacy is a legal requirement
  - a. The Standards for Privacy of Individually Identifiable Health Information (“Privacy Rule”) establishes a set of national standards for the protection of certain health information.
  - b. The U.S. Department of Health and Human Services (“HHS”) issued the Privacy Rule to implement the requirement of the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”). The Privacy Rule standards address the use and disclosure of individuals’ health information—called “protected health information” by organizations subject to the Privacy Rule — called “covered entities,” as well as standards for individuals’ privacy rights to understand and control how their health information is used.
  - c. Within HHS, the Office for Civil Rights (“OCR”) has responsibility for implementing and enforcing the Privacy Rule with respect to voluntary compliance activities and civil money penalties.
  
2. Understand the goals of the Privacy Rule
  - a. A major goal of the Privacy Rule is to assure that individuals’ health information is

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properly protected while allowing the flow of health information needed to provide and promote high quality health care and to protect the public's health and well being.

3. Understand Protected Health Information
  - a. The Privacy Rule protects all "*individually identifiable health information*" held or transmitted by a covered entity or its business associate, in any form or media, whether electronic, paper, or oral. The Privacy Rule calls this information "*protected health information (PHI)*."<sup>ii</sup>
  
4. Understand Disclosure of Information Rules
  - a. BBPL has implemented reasonable safeguards, as mandated by HIPAA regulations to protect patient confidentiality when communicating patient health information. All disclosures must be limited to the "minimum necessary" or the minimum amount of information that is necessary to accomplish the purpose of the disclosure. BBPL's definition of "minimum necessary" is an accession. BBPL is unable to electronically report only a portion of an accession.
  
5. Maintain confidentiality of Protected Health Information (PHI)
  
6. If there are any questions at any time, please see the coordinator, supervisor or HR representative for assistance.

**References: BBPL Employee Handbook**

**Related Documents: N/A**

**Appendices: N/A**