



PLUMAS COUNTY, CALIFORNIA

HIPAA RELATED POLICIES AND PROCEDURES

EFFECTIVE APRIL 14, 2003

INDIVIDUAL RIGHTS TO REQUEST RESTRICTIONS OF USES AND DISCLOSURES REGARDING PROTECTED HEALTH INFORMATION

Policy:

Plumas County will permit individuals to request restrictions of uses and disclosures of their Protected health Information (PHI).

Purpose:

Plumas County respects an individual's right to request restrictions on uses and disclosures of their protected health information for treatment, payment, health care operations, facility directories, emergencies and other individuals providing care assistance.

Responsibilities:

Plumas County is not required to agree to any restrictions but it must abide by those it does agree to except as specified below.

Process:

Individuals must submit their request for restriction in writing. If the request is granted, the County will honor the restriction with two exceptions:

- It is terminated either by the department or the individual. If the individual agrees to terminate the restriction, the County may use and disclose the PHI as otherwise permitted under the Privacy Rule. If the County terminates the restriction without the individual's agreement, the County may only terminate the restriction with respect to PHI it creates or receives after the date it informs the individual of the termination.
- In an emergency treatment situation, the standard allows the County to use or disclose information to a health care provider for providing treatment. The County must request that provider not to further use or disclose the information.

Plumas County will notify the individual, in writing, of acceptance or denial of the request within 30 days of receiving the request.

Approved restrictions will be documented, and the file, chart or record will be flagged indicating that restrictions have been placed upon use and disclosure.

Plumas County may terminate a restriction if:

- The individual agrees to or requests the termination in writing;
- The individual orally agrees to the termination and the oral agreement is documented; or
- Plumas County informs the individual that it is terminating its agreement to a restriction; such termination is only effective with respect to PHI that is created or received after the County has so informed the individual.

Date issued: April 14, 2003

Last revision date:

Reference: 45 CFR 164.522(a) and 45 CFR 164.530(j)