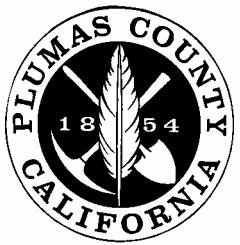


PLUMAS COUNTY, CALIFORNIA



HIPAA RELATED POLICIES AND PROCEDURES

EFFECTIVE APRIL 14, 2003

RIGHT OF INDIVIDUALS TO REQUEST CONFIDENTIAL COMMUNICATIONS REGARDING PROTECTED HEALTH INFORMATION

Policy:

An individual has the right to request confidential communications of their protected health information and Plumas County may not use or disclose the protected health information in a manner inconsistent with the request.

Purpose:

Plumas County permits individuals to request communications regarding their protected health information, be made in a designated manner.

Responsibilities:

Plumas County must accommodate any reasonable request for confidential communication and may not require an explanation of the reason for the request. Departments will determine the reasonableness of the request based on the administrative difficulty of complying with the request.

Process:

Plumas County may require that requests for confidential communication be reasonable, be made in writing, and specify an alternative address or method of contact. When applicable, Plumas County may also require the individual to provide information on how payment for services will be handled.

Plumas County may refuse to accommodate a request if the individual has not specified an alternative address or method of contact or if the individual has not provided information as to how payment will be handled.

The individual making a request will be notified within 30 days, in the format agreed upon, of the department's decision regarding their request.

Date issued: April 14, 2003
Last revision date;

Reference: 45 CFR 164.530