

# PLUMAS COUNTY, CALIFORNIA



## HIPAA RELATED POLICY AND PROCEDURES

EFFECTIVE APRIL 14, 2003

### MITIGATION OF INAPPROPRIATE USE AND DISCLOSURE

**Policy:**

Plumas County will mitigate, to the extent possible, any harmful effect it learns was caused by use or disclosure of protected health information in violation of the Privacy Rule or the County's policies and procedures.

**Purpose:**

Plumas County recognizes the potential of an individual's protected health information being inappropriately used or disclosed; these disclosures may occur accidentally or deliberately.

**Responsibilities:**

The County's Policies and Procedures, Business Associate Agreements and workforce training will address appropriate use and disclosure of PHI.

Employees must report inappropriate, unauthorized use and disclosure of PHI to a Privacy Officer.

Business Associates must report prohibited use or disclosure of PHI to the County.

**Process:**

As soon as Plumas County becomes aware of improper use and disclosures of protected health information, whether made by the County itself or its Business Associate, the County must take steps to mitigate any harm that may occur.

Examples of steps taken to mitigate harm include:

- Contacting unintended recipient of PHI and telling them to destroy the document.
- Reminding Business Associate of their responsibility to mitigate harmful effects of their inappropriate use or disclosure.
- Informing the individual whose PHI was inappropriately used or disclosed of the situation and the steps taken to prevent further disclosure.

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Last revision date:

Reference: 45 CFR 164.530(f)