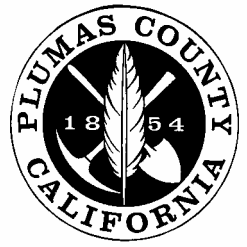


PLUMAS COUNTY, CALIFORNIA



HIPAA RELATED POLICY AND PROCEDURES

EFFECTIVE APRIL 14, 2003

DOCUMENTATION OF PRIVACY PRACTICES

Policy:

Plumas County will document all Policies and Procedures, uses and disclosures of protected health information, training, complaints and sanctions relevant to the Privacy Rule and retain such documentation for six (6) years.

Purpose:

Documentation enhances accountability.

Responsibilities:

Plumas County must document policies and procedures related to privacy, privacy related communications, actions, decisions, activities or designations as well as any signed authorizations. The County will train its workforce with respect to privacy documentation. Documentation will be retained and available for audit and inspection.

Process:

Documentation retention: Privacy documentation must be maintained for a period of six years, because the statute of limitations for the civil monetary penalties is six years.

The following requirements are specified by the Privacy Rule:

Document all versions of the Notice of Privacy Practices.

Document designated record sets that are subject to access by individuals.

Document requests for access or amendment, and any restrictions agreed to and any terminated.

Document any denials to access, extensions to response deadlines, statements of disagreement submitted by individuals and rebuttals submitted by departments.

Document the titles of the persons or offices responsible for receiving and processing requests for access and amendments by individuals.

Document disclosures of protected health information.

Date issued: April 14, 2003

Last revision date: April 23, 2003

Reference: 45 CFR 164.508(b)(6), 45 CFR 164.512(i)(2), 45 CFR 164.520(c)(2)(ii) & (e), 45 CFR 164.522(a)(3), 45 CFR 164.524(e), 45 CFR 164.526(f), 45 CFR 164.528(d), and 45 CFR 164.530(j)