

Bethany Life Communities	Date Written: 2-24-2003	Date Revised: 5-1-2009
<i>Minimum Necessary Use (HIPAA Privacy &amp; Security)</i>	Page 1 of 1	

***Policy Statement***

Whenever practical/feasible, only the minimum necessary information will be released from, or used by, Bethany Life Communities in response to a request for information.

***Policy Interpretation and Implementation***

1. Release of information for medical purposes is currently excluded from the minimum necessary use requirements. There is no limit to the type of information that may be released. Entities included in the medical release category are:
  - a. Current primary care physician or health care provider, referring and consulting physicians;
  - b. Any provider associated with the specific episode of care for which information is requested;
  - c. Any provider with an authorization for release of information signed by the resident or duly appointed representative; and
  - d. Any healthcare facility (e.g., acute care, nursing care, hospice, home health agency, etc.).
2. Attorney requests will be reviewed for information requested, appropriate authorizations, and the purpose of the request. When attorney requests are made, implement the following protocols:
  - a. A standard "Abstract" of documents/reports/records may be released as they relate to the requested purpose for the information. An "Abstract" shall consist of, but not necessarily limited to:
    - i. Face sheet;
    - ii. History and physical examination;
    - iii. Discharge summary;
    - iv. Final progress notes; and/or
    - v. Additional information as may be deemed appropriate to the request.
  - b. Subpoena and/or court orders will be processed in accordance with current state law and Bethany Life Communities policy.
3. When non-reimbursing insurance requests are received (e.g., requests relative to life or disability insurance data), an abstract package of information will be provided to the requesting agency. Such data may include the information outlined in paragraph 2a above.
4. A resident has the right to access her/his medical records at any time. A retrieval fee and duplicating and labor costs may be assessed for such services. Requests for access to and/or duplication of records must be in writing. Access to electronic records is permitted under direct supervision from the HIPAA Security Officer as a security measure.
5. Internal access to protected health care and Bethany Life Communities information is permitted only by user ID and password log on. Levels of access are assigned by the HIPAA Security Officer.