

Sample — Confidentiality Form - TEAM Institute

Appendix C: The TEAM Institute Policy on Confidentiality

The Texas Elder Abuse and Mistreatment Institute Policy Regarding Confidentiality of Protected Health Information
May 13, 2005

Purpose: The purpose of the Confidentiality Policy is to assure that every client/patient seen by TEAM Institute clinicians and staff, and CREST research staff have their privacy protected, and that all TEAM/CREST members abide by the rules of confidentiality as required by the Health Insurance Portability and Accountability Act of 1996 (HIPPA). Provides a designated representative from their office or department to participate in regular E-MDT meetings or arranges for an alternate when the designated representative is unavailable

US Department of Health and Human Services Office for Civil Rights

Standards for Privacy of Individually Identifiable Health Information

Individual

§ 164.502 Uses and disclosures of protected health information: general rules

"A covered entity may not use or disclose protected health information, except as permitted or required by

When using or disclosing protected health information from another covered entity, a covered entity must make reasonable efforts to limit protected health information to the minimum necessary to accomplish the intended purpose of the use, disclosure, or request."

A complete copy of the HHS Standards for Privacy of Individually Identifiable Health Information is located in the appendix of the TEAM Institute/CREST Policy and Procedure Manual.(45 CFR Parts 160 and 164).

Policy 1:

Protected Health Information: Under no circumstance will TEAM/CREST staff release health information about a patient/client to anyone other than those who are duly authorized to receive such information, i.e. treatment team, clinical staff, APS.

Policy 2:

Electronic Information: Under no circumstance will TEAM/CREST staff transmit identifiable patient/client information through a Web site that is not secure.

Email transmission of a patients/ clients health information over the BCMIHCHD Internet sites is not permitted.

The TEAM Institute/CREST electronic communication system is NOT secure!!