SACVALLEY MEDSHARE	POLICY: *Uses and Disclosures of Health Information*	POLICY NUMBER: *SVMS-10.001*
Compliance Requirement	Author: Elizabeth L Steffen	Origination Date: 01/15/2015
45 C.F.R. § 164.308(a)(1)(i), 312(b), (d), 316, 501, 502(a), (b), 502(1)(ii), 506, 510(b)(4), 512(b),(f), (i), 508(a)(3), (b), 514(h), 524, 528, 530(j)	Revised By:	Revised Date:

Purpose and Principles:

The purpose of the Use and Disclosure of Information Policy is to ensure that requests for disclosure of and/or use of health information for treatment, payment, and the health care operations of a covered entity, as each is defined by HIPAA, will be permitted. Furthermore, subject to compliance with the requirements imposed by federal, state, and local law, requesting disclosure of and using health information for law enforcement, disaster relief, research, and public health purposes also may be required. Accessing health information through SacValley MedShare Health Information Exchange for marketing, solicitation, or marketing-related purposes is prohibited.

Scope and Accountability:

This policy applies to all Participants that have Agreements with SacValley MedShare and are actively participating in the Health Information Exchange whom may provide, make available, or request health information through SacValley MedShare.

Policy Statement:

Compliance with Law. All disclosures of health information through the SacValley MedShare (SVMS) Health Information Exchange (HIE) and the use of information obtained from the HIE shall be consistent with all applicable federal, state, and local laws and regulations and shall not be used for any unlawful purpose.

Purposes. Each Participant shall provide or request health information through the HIE only to the extent necessary and only for those purposes that are permitted by applicable federal, state, and local laws and regulations and these Policies. Data held within the HIE is to be used only for patient treatment; therefore, data mining is strictly prohibited and access to perform any type of data mining is systematically stopped at the system level.

SVMS Policies. Uses and disclosures of and requests for health information via the HIE shall comply with all SVMS Policies, including, but not limited to, the policy on Minimum Necessary (SVMS-06) and the policy on Information Subject to Special Protection (SVMS-05).

Participant Policies. Each Participant shall refer to and comply with its own internal policies and procedures regarding disclosures of health information and the conditions that shall be met and documentation that shall be obtained, if any, prior to making such disclosures.

Accounting of Disclosures. Each Participant shall be responsible to account only for its own disclosures. SVMS shall provide a means by which each Participant requesting information will indicate the purpose and use for such request so that the Participants that disclose information may document the purposes for which they have made disclosures for use in an accounting or

as otherwise requested by the Participant. Unless a Participant requesting information notes otherwise:

1. Each request by a Participant that is a Provider is deemed to be for such Participant's treatment purposes,
2. Each request by a Participant that is a health plan is deemed to be for such Participant's payment purposes, and,
3. Each request by Participant that is acting as a plan administrator of one or more other health plans covered by HIPAA is deemed to be for the payment purposes of such other health plan.

Each participant requesting information shall provide information required for the disclosing institution to meet its obligations under the HIPAA Privacy Rule's account of disclosures requirement. Any information with regards to information disclosed by SVMS shall also be included.

Audit Logs. Participants and SVMS shall maintain an audit log documenting which Participants posted and accessed the information about an individual through the HIE and when such information was posted and accessed. Participants and SVMS shall implement a system wherein, upon request, patients have a means of seeing who has posted and who has accessed information about them through the HIE and when such information was accessed.

Authentication. Each Participant shall follow uniform minimum authentication requirements for verifying and authenticating those within their institutions who shall have access to, as well as other Participants who request access to, information through the SVMS HIE.

Access. Each Participant shall have a formal process which allows patients to request the information about them that has been posted to the HIE.

Authorization	Name	Signature	Date
Board Chair	Myron E. Machula	[illegible]	4/3/2015
Compliance Officer			
Executive Director			

Reference:

Central Illinois Health Information Exchange Privacy Policies. (2011, December).

Markel Foundation. (2015, January). *P2: Model Privacy Policies and Procedures for Health Information Exchange.* Retrieved January 15, 2015 from http://www.markle.org/health/markle-common-framework/connecting-professionals/p2?page=5

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Version	**Date**	**Author**	**Comment**
.001	02/02/2015	E. Steffen/J. Helvey/M. Jensen/K. Dorsey-Tyler	Initial release.