

**SECTION - COMMITTEES
ADMINISTRATIVE DIRECTIVE NO. 278
(Replaces A.D. No. 278 dated 3/16/06)**

Effective Date: June 14, 2007

SUBJECT: PROTECTED HEALTH INFORMATION COMMITTEE

I. PURPOSE

The purpose of the Protected Health Information (PHI) Committee is to review health information privacy complaints and Individual requests for amendment to the medical record as well as to review Health Insurance Portability and Accountability Act of 1996 (HIPAA) procedures and compliance.

II. AUTHORITY

Code of Federal Regulations (CFR), Title 45, Section 164.526; HIPAA; and Special Orders: 501.3, 512, and 513.

III. POLICY

It is the policy of the PHI Committee to ensure training and compliance regarding the Privacy Rule by staff; monitor policies and procedures with regard to access, security and privacy of PHI to ensure compliance; and monitor the complaint process and review all complaints and requests referred to the committee.

IV. METHOD

The committee shall meet monthly and minutes shall be kept of all committee meetings showing members present. All Requests for Amendment, Addendums, Privacy Complaints, and Statements of Disagreement shall be reviewed and accepted or denied.

V. MEMBERSHIP

A. The Executive Director appoints members of the PHI Committee.

1. Chairperson: HIPAA Privacy Officer

2. Members: HIPAA Security Officer
Unit Supervisor Representative
Coordinator of Nursing Services Representative
Litigation Coordinator
Health Information Management Director
HIPAA Coordinator
Standards Compliance Representative
HRT II Supervisor

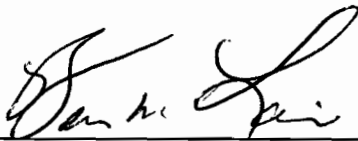
B. A quorum will consist of the presence of five of the above members, which will include two of the following: HIPAA Privacy Officer, HIPAA Security Officer and Health Information Management Director.

VI. MEETINGS

The PHI meetings are held on a monthly basis, and more frequently as needed. The meetings are conducted in accordance with Administrative Directive No. 202.

VII. MINUTES

The Privacy Officer will be responsible for creating, maintaining, and distributing the PHI Committee minutes. These minutes will be distributed to the Executive Director, PHI Committee Members, Performance Improvement Coordinator, and made available to approved CSH Staff.



BEN MCLAIN
Executive Director (Acting)

Cross Reference(s):

A.D. No. 202 Hospital Committees

A.D. No. 584 HIPAA Health Information Privacy and Security Program

A.D. No. 585 HIPAA Protected Health Information – Amendment or Correction Process