



<b>VOLUME 6: HEALTH INFORMATION MANAGEMENT</b>	Effective Date: 01/2002
<b>CHAPTER 2</b>	Revision Date: 02/2017
<b>6.2.1 SECURITY AND PRIVACY POLICY</b>	Attachments: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

## I. POLICY

California Correctional Health Care Services (CCHCS) Health Information Management (HIM) shall adhere to established rules, guidelines, and statutes that protect patient privacy, confidentiality, security, access to, use, and disclosure of Protected Health Information (PHI). HIM, Health Records, and Information Technology Units shall ensure:

- The use of appropriate technical safeguards, as stated in 45 Code of Federal Regulations Part 164, Subpart C, to restrict access to, protect the integrity of, and guard against the unauthorized access to electronic PHI.
- Any tampering of PHI is identified and reported, as appropriate.
- Availability of health information is readily accessible to the extent possible.
- Capability of storing information pursuant to retention requirements.
- Availability of backup and restore operation.
- Management review of security periodically for necessary changes as a result of technology evolution.
- Periodic risk assessments conducted by management in accordance with State Administrative Manual, Section 5305.6, Risk Management, to ascertain the threats and vulnerabilities that impact CCHCS and HIM assets, and implement appropriate mitigations.

## II. PURPOSE

To ensure protection of patient, privacy, security, access to, use, and disclosure of PHI.

## III. DEFINITIONS

**Protected Health Information:** Information created or received by CCHCS which identifies or can be used to identify an individual as it relates to past, present, or future health conditions; health care services provided to the individual; or health care related payments. This applies to information that is transmitted or maintained in verbal, paper, or electronic form.

## IV. RESPONSIBILITIES

- A. The Chief Executive Officer or designee, Health Records Technician III, and Health Records Technician II of each institution are responsible for the implementation, monitoring, and evaluation of this policy.
- B. The CCHCS Information Security Officer shall validate the security component for access to electronically stored PHI.

# CALIFORNIA CORRECTIONAL HEALTH CARE SERVICES

## V. REFERENCES

- Code of Federal Regulations, Title 45, Part 164, Subpart C
- Health Insurance Portability and Accountability Act, Summary of HIPAA Privacy Rules
- Health Insurance Portability and Accountability Act, Summary of HIPAA Security Rules
- Health Insurance Portability and Accountability Act, Protected Health Information
- California Civil Code, Sections 56-56.37, Medical Information Confidentiality
- California Health and Safety Code, Sections 1275-1289.5, Health Facilities Data Breach
- State Administrative Manual, Section 5305.6, Risk Management
- Clark M., Gregg C., Hughes G., Lessig R., Morris D., & Wieland L. (2001) Documentation for ambulatory care (Revised ed.). American Health Information Management Association. Chicago, IL
- California Correctional Health Care Services, Inmate Medical Services Policies and Procedures, Volume 13, Privacy