



VOLUME 6: HEALTH INFORMATION MANAGEMENT	Effective Date: 01/2002
CHAPTER 3	Revision Date: 08/2016
6.3.2 MANAGING HEALTH RECORD ACCESS TO PROTECTED HEALTH INFORMATION PROCEDURE	Attachments: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

I. PROCEDURE OVERVIEW

California Correctional Health Care Services Health Information Management (HIM) shall ensure patient health information is available when needed by clinicians and others who have authorized access. Patient health records provide a chronological account of a patient's examinations and treatments, and shall be maintained in such a manner which supports the continuity of care.

II. RESPONSIBILITIES

Under the direction of the Deputy Director, Medical Services:

- A. HIM Headquarters staff, Institution Health Records staff, and Health Record Center staff are responsible for allowing access to Protected Health Information (PHI) within the health record.
- B. HIM Headquarters staff are responsible for reviewing requests from all external entities for access to the health record in accordance with Information Security Office (ISO) mandates.

III. PROCEDURE

A. Provisioning Staff Access to PHI

The requestor shall complete and submit the following forms to the local Information Technology:

- 1. Clinical or System Access Request Form
- 2. Security Awareness Understanding Form

B. Provisioning Non-staff Access to PHI

The requestor shall complete and submit the following forms to headquarters HIM:

- 1. Clinical or System Access Request Form
- 2. Security Awareness Understanding Form

C. Provisioning Level Groups

- 1. eViewer

Based on the viewer's provisioning level, the following access may be granted or revoked by local health care administration:

- a. Level Zero: View and save documents; no printing.
- b. Level One: View documents only.
- c. Level Two: View and print documents.
- d. Level Three:
 - 1) View, print, save, and mash-up documents (granted by headquarters HIM), or
 - 2) View, print, save, mash-up documents, and Exception Processing Team (granted by headquarters HIM).

CALIFORNIA CORRECTIONAL HEALTH CARE SERVICES

2. Scanning

Provisioning shall be granted based on classification and in accordance with ISO mandates.

IV. REFERENCES

- Code of Federal Regulations, Title 45, Sections 160.201 - 205. Health Insurance Portability and Accountability Act Privacy Rule
- American Health Information Management Association. Health Information Management Concepts, Principles, and Practice. Third Edition. Copyright ©2010
- 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