



VOLUME 6: HEALTH INFORMATION MANAGEMENT	Effective Date: 01/2002
CHAPTER 5	Revision Date: 08/2016
6.5.1 SECURED ELECTRONIC TRANSMITTAL OF PROTECTED HEALTH INFORMATION POLICY	Attachments: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

I. POLICY

California Correctional Health Care Services Health Information Management and Health Records shall send Protected Health Information (PHI) in compliance with applicable federal and state privacy and security related regulations and laws.

II. PURPOSE

To ensure patient confidentiality and privacy protection while sending health related documentation via the designated shared drive, and to ensure disclosures of PHI are documented (e.g., Right to Accounting of Disclosures of PHI).

III. RESPONSIBILITY

- A. Under the direction of the Deputy Director, Medical Services, HIM Headquarters, Institution Health Records, and Health Record Center staff are responsible for the oversight, implementation, monitoring, and evaluation of this policy.
- B. 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.

IV. REFERENCES

- Health Insurance Portability and Accountability Act of 1996
- California Hospital Association. 2010. Consent Manual: A Reference for Consent and Related Health Care Law (37th Edition).
- California Correctional Health Care Services, Inmate Medical Services Policies and Procedures, Volume 13, Privacy