HIPAA/ WASHINGTON HEALTH CARE INFORMATION ACT
GRANT COUNTY FIRE PROTECTION DISTRICT NO. 3
Employee Quick Reference Sheet

This reference sheet summarizes the privacy and security requirements for health information for fire districts and departments pursuant to Washington's Health Care Information Act, chapter 70.02 RCW, and the Federal Health Insurance Portability and Accountability Act, HIPAA. This reference sheet uses the term "health information" to include "health care information," individually identifiable health information" and "protected health information" as those terms are defined in chapter 70.02 RCW and HIPAA.

No employee should access Health Information without a need to know based on his or her job duties.

Identification of Health Information.

Does the information include any of the following?

- Diagnosis of physical or mental condition;
- Treatment information relating to physical or mental condition;
- Other individually identifiable information related to patient's health care; or
- Billing/payment information related to the patient.

If the answer to any of the above is yes, the use and disclosure of the information is controlled by the following privacy and security restrictions.

Security requirements for Health Information.

Oral Information.

Employees shall refrain from discussing any patient Health Information except when such discussion is necessary to the performance of the employee's job duties.

Written Information.

Temporary Storage (Access restricted to preparer and Privacy Officer).

On-vehicle document storage must be secured.

Reports in progress must be stored in secure location.

Permanent Storage (Access Restricted to Privacy Officer).

Locked cabinet or secure room.

Electronic Information

Password restricted access.

Each employee must have a unique password.

Notice Requirements

The District Privacy Notice must be provided to every patient in person or, if circumstances require, by mail.

Receipt of Privacy Notice must be acknowledged except in emergency care situations.

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Privacy Requirements

Privacy Officer.

All records disclosure requests and questions shall be directed to the District's Privacy Officer.

General Rule. -Disclosure requires patient consent.

Use or Disclosure of a patient's Health Information requires written patient authorization. **Use authorization form.**

Exceptions - No Patient consent required if:

Oral disclosures of Health Information may be made without consent only to the following:

Patient;
Immediate Family;
To those listed below under written communications.

Health Information may be used or disclosed in written form without patient consent in the following situations:

To the patient;
Use of information for treatment;
Use of information for payment;
Disclosure of information to a Covered Entity for health care or treatment;
Disclosure of information to Business Associates that have entered into an Agreement with the District.

The District currently has Agreements with the following Business Associates:

_____

_____

_____

Confidentiality Agreement.

All employees/volunteers must execute the District's Health Information Confidentiality Agreement.