

REFERENCE ID NUMBER: 010	POLICY TYPE: IT INFORMATION PRIVACY MANAGEMENT
OWNER: CHAD PETERSON	DOCUMENT NAME: PRIVACY AND DATA PRACTICES
EFFECTIVE DATE: 2/26/16	
REVISION DATE: 7/28/16	

PRIVACY AND DATA PRACTICES

KOBLE-MN HIO PROTECTS HEALTH INFORMATION

Koble-MN HIO complies with patient privacy rights in accordance with state law and the Privacy and Security Regulations enacted under the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

If substance abuse and addiction treatment information is protected by federal law, it is not available to any other health care provider unless specific patient consent is obtained in these situations, or in the case of a medical emergency.

REVISION OF PARTICIPANT NOTICE OF PRIVACY PRACTICES

Each Participant shall revise its notice of privacy practices (the "Notice") to describe the uses and disclosures of protected health information contemplated through the Participant's participation in Koble-MN HIO, if such a use and disclosure is not already addressed in the Notice.

The Notice must meet the content requirements set forth under the HIPAA Privacy Rule and comply with applicable laws and regulations. Participants shall individually determine whether their current Notice requires amendment to reflect their contemplated uses and disclosure of protected health information through Koble-MN HIO.

Koble-MN HIO provides the following sample language for Participants who elect to amend their Notice: "We may make your protected health information available electronically through an electronic health information exchange to other health care providers that request your information for their treatment and payment purposes. Participation in an electronic health information exchange also lets us see their information about you for our treatment and payment and healthcare operation purposes. You are permitted to request and review documentation regarding who has accessed your information through the electronic health information exchange. Your provider will have information on how to make this request, or you may find the information at www.KobleMN.org."

Participants may elect more stringent language, but may not commit Koble-MN HIO to any additional obligations or liabilities through the Notice.

KOBLE-MN INFORMATION

At the point of care, an Individual or Individual's representative must be provided with written information in plain language about information exchange and Koble-MN HIO. The material shall describe the benefits of participation, risks of participation, how and where to obtain additional information, contact information, and a description as to how the Individual's health information will be used.

In Minnesota individuals must be informed that they have the right to opt-out of participation in the Record Locator Service so that their health care records are not found or located as a mechanism to preserve an individual's right to privacy. Individuals have a right to change a prior election and must be provided information on how to exercise those options, at no cost to the Individual. If an Individual later changes a prior election, the

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Participant receiving the new election shall maintain that documentation and shall notify Koble-MN HIO of the change.

OPT-OUT

If an Individual opts out of participation in the Koble-MN HIO, that Individual's information will not be able to be searched for through Koble-MN HIO in the future. Minimal identifying information about the Individual will also be maintained in master patient index.

A Participant may not withhold coverage or care from an Individual on the basis of that Individual's choice to opt out of participation in Koble-MN HIO.

REVISION HISTORY

DATE	DESCRIPTION OF REVISION	AUTHOR	APPROVAL DATE	APPROVED BY NAME & TITLE
7/28/16	Full review of Policy-See Advisory Committee Notes dated 7/28/16	Laurie Peters	7/28/16	Koble-MN Advisory Committee

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