

Springdale Fire Department
Policy & Procedures Manual
Volume 1 – Administration
Section 103 – Security
103.2 – HIPPA, PHI, and Limiting Disclosure of

SFD policy is to strictly comply with the requirements of HIPPA regarding the security, access, disclosure and use of PHI. Personnel's security access will be based on the role of the personnel in the organization. Personnel who use and disclose PHI will limit this usage to only to the extent needed to access PHI in order to complete necessary job functions.

When PHI is accessed, disclosed and used, personnel involved will make every effort, except in patient care situations, to access, disclose and use only PHI to the extent that minimum necessary information is used to accomplish the intended purpose.

Patients may exercise their rights to request access, amendment, restriction, and or request an accounting of PHI. Patients may also file a complaint with either SFD or the Secretary of the Department of Health and Human Services.

The SFD Privacy Policies and Documents Manual further elaborate this policy. All personnel shall be familiar with and follow the policies and procedures found in this manual as applied to their job functions. Copies of this manual shall be maintained at all locations where personnel with needs to access PHI are assigned.