



<b>Policy Name:</b>	<b>Record Release</b>	<b>Date Revised:</b>	<b>9/2017</b>
<b>Purpose:</b>	<b>Guidelines for Releasing Youth Information</b>	<b>Board Approval:</b>	<b>9/2017</b>

**Policy:**

Greater New Beginnings (GNB) complies with legal standards governing the release of protected health information under the Health Insurance Portability and Accountability Act of 1996 (HIPAA). In accordance with HIPAA Privacy Rule 45 CFR § 164.530(b)(1), all staff members will be trained on the policies and procedures with respect to protected health information, as necessary and appropriate for the individual to carry out their functions at GNB. All trainings will be documented and stored in the staff member’s personnel file.

**Procedure:**

Releases of protected health information will be processed by trained staff in Quality Assurance. Once a request for information is obtained, the requestor will be asked to submit the request in writing with a valid Authorization to Use or Disclose Protected Health Information, clearly indicating the records or type of information being requested.

GNB upholds a duty to protect the confidentiality and integrity of confidential medical information as required by law and professional ethics, thereby operating under the minimum necessary rule. Accordingly, the request will be carefully reviewed by the trained staff member for validity and it will be determined what records or type of information should be released, if any, based on the purpose of the request. As appropriate, only select information or a summary of treatment will be released, rather than the entirety of a document.

Once the identified information is prepared to be disclosed, the trained staff member will release the records in one of the following approved methods:

1. Encrypted and password protected email
2. Fax
3. Certified mail, requiring a signature for delivery
4. In person pick-up

After the records are released, the trained staff member will record the disclosure in GNB’s Disclosure Log located in the client’s file.