
HIPAA Privacy – Minimum Necessary Uses of PHI

AD.HP35

POLICY:

Lifesong Hospice and Palliative Care’s co-workers and volunteers use and/or have access to the minimum amount of protected health information (PHI) necessary to perform their job functions effectively.

PROCEDURE:

1. The hospice identifies the co-workers and volunteers who need access to PHI according to the categories of uses for treatment, payment or health care operations.
2. The hospice identifies the type and minimum amount of PHI needed by co-workers and volunteers to perform their jobs effectively.
3. The hospice determines the circumstances under which co-workers and volunteers may use PHI.
4. All members of the Interdisciplinary Group (IDG) and others who provide and coordinate treatment for the hospice’s patients have access to the patient’s entire medical record.
5. All co-workers and volunteers are required to use PHI in accordance with the determination made by Lifesong Hospice and Palliative Care of the minimum amount necessary to effectively perform their jobs.
6. When a co-worker performs more than one job function, the types of protected health information and conditions for access is dependent on the capacity in which the co-worker is functioning.

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