

 <p>Heritage Provider Network &amp; Affiliated Medical Groups</p>	Program: HIPAA Compliance			
	Policy No.	Effective Date: 01/01/2012	Page - 1 -	
	Authored by: Compliance Sub Committee	Date: 01/01/2012	Revised by: Sandy Finley	Date: 02/02/2015
	Approved by: Compliance Committee	Date: 02/02/2015		
Title of Policy: HIPAA Minimum Necessary Data Request and Disclosure				

**PURPOSE:**

To provide guidelines when using or disclosing protected health information or when requesting protected health information from another covered entity.

**POLICY:**

Minimum necessary rules do not apply to the following exceptions:

1. Disclosures to or requests by a health care provider for treatment purposes
2. Uses or disclosures made to the individual who is the subject of the information (patient)
3. Disclosures made to the Department of Health and Human Services for compliance and investigation purposes
4. Uses and disclosures required by law
5. Uses or disclosures made pursuant to an authorization request by the individual (patient)
6. Uses or disclosures required for compliance with the standardized HIPAA transaction

**RESPONSIBILITY:**

HIPAA policy applies to all employees, volunteers, interns, and business associates.

**PROCEDURES:**

Heritage Provider Network and Affiliated Medical Groups shall make reasonable efforts to limit protected health information to the minimum necessary to accomplish the intended purpose, disclosure or request. Except in the case of exceptions noted above, Covered Entity will ensure that only minimum required information will be provided or requested.

**REFERENCE:**

45 CFR § 164.502 and 45 CFR § 164.514