

# OREGON STATE HOSPITAL

## POLICY

**SECTION 2:** Clinical Support **POLICY: 2.008**

**SUBJECT:** Privacy and Security of Patient Information

**POINT PERSON:** Health Information Manager

**APPROVED:** Dolores Matteucci **DATE: MARCH 1, 2023**  
Superintendent

**SELECT ONE:**  New policy  Minor/technical revision of existing policy  
 Reaffirmation of existing policy  Major revision of existing policy

### I. PURPOSE AND APPLICABILITY

- A. This policy establishes Oregon State Hospital's procedures regarding privacy and security of patient information.
- B. This policy applies to all staff.

### II. POLICY

- A. Oregon State Hospital follows Oregon Health Authority (OHA) and Oregon Department of Human Services (ODHS) policies and procedures regarding privacy and security of patient information.
  - 1. ODHS|OHA 100-001 Privacy
  - 2. ODHS|OHA 100-002 HIPAA: Notice of Privacy Practices
  - 3. ODHS|OHA 100-003 HIPAA: Accessing Individual Records
  - 4. ODSH|OHA 100-004 HIPAA: Recording and Accounting for Disclosure of Individual Information
  - 5. ODHS|OHA 100-005 HIPAA: Restricting Access to Individual Information
  - 6. ODHS|OHA 100-006 HIPAA: Amending Individual Records
  - 7. ODHS|OHA 100-007 HIPAA: Right to Request Alternate Communications
  - 8. ODHS|OHA 100-008 Minimum Necessary Requirement for Information
  - 9. OHA-100-009 Administrative, Technical, and Physical Safeguards

10. ODHSIOHA-100-010 Release and Waivers for Use and Disclosure for Research and Reporting
11. ODHSIOHA 100-011 De-identification of Individual Information and Use of Limited Data Sets
12. OHA 100-012 Enforcements, Sanctions, and Penalties for Violations of Individual Privacy
13. OHA 100-013 OHA Business Associate Relationships
14. OHA 100-014 Report and Response to Privacy and Security Incidents
15. ODHSIOHA 090-003 Access Control Policy
16. ODHSIOHA 090-004 Information Security and Privacy Awareness and Training
17. ODHSIOHA 090-006 Information Security Risk Assessment
18. ODHS|OHA 090-015 Email Security
19. ODHS|OHA 090-011 Media Protection and Disposal
20. Additional applicable policies related to information security are established per ODHS/OHA Shared Services.

B. Oregon State Hospital (OSH) follows all applicable regulations, including federal and state statutes and rules; Oregon Department of Administrative Services (DAS), Shared Services, and Oregon Health Authority (OHA) policies; and relevant accreditation standards. Such regulations supersede the provisions of this policy unless this policy is more restrictive.

C. Staff who fail to comply with this policy or related policy attachments or protocols may be subject to disciplinary action, up to and including dismissal.

### **III. DEFINITIONS**

A. "Staff" includes employees, volunteers, trainees, interns, contractors, vendors, and other state employees assigned to work at Oregon State Hospital (OSH).

### **IV. PROCEDURES**

### **V. ATTACHMENTS**

### **VI. RELATED OSH POLICIES AND PROTOCOLS**

1.014 Data Governance

2.013 Electronic Health Record Access

2.014 Medical Record Maintenance and Transportation

7.014 Medical Records Patient Requests

**VII. REFERENCES**

42 CFR § 482.13(c) – 482.13(d).

45 CFR § 160.

45 CFR § 164.

Oregon Administrative Rules §§ 407-014-0000 – 407-014-0320. Oregon Administrative Rules §§ 943-014-0000 — 943-014-0070. Oregon Administrative Rules § 125-800-0005.

Oregon Revised Statute §§ 192.395 – 192.401.

Oregon Revised Statute §§ 192.515 – 192.517.

Oregon Revised Statute §§ 192.553 – 192.581.