

## Cabinet for Health and Family Services Division of Health Information

### *Policies – Information Technology*

**Category: 16 000.000**

**Category Title: DIVISION OF HEALTH INFORMATION OBLIGATIONS: Protected Health Information**

**Policy Title: Employee and Contractor Access to Protected Health Information (PHI)**

**Policy: Employee and Contractor Access to Protected Health Information (PHI)**


Any Division of Health Information or KHIE employee or contractor who has access to Protected Health Information (PHI) shall use the minimum necessary information based on job function and purpose. This Policy is intended to comply with HIPAA requirements for the minimum necessary standard. Nothing under this policy is intended to impose any duty upon any Division of Health Information or KHIE employee or contractor other than those duties imposed under HIPAA and other applicable state and federal law. In the event there is a conflict between this policy and HIPAA, the requirements of HIPAA will apply.

If any employee or contractor has questions or concerns regarding protected health information within the Division of Health Information, they may contact the deputy executive director of the Division of Health Information.

**General:** The Division of Health Information and KHIE have employees and contractors who have the need to access PHI to carry out their duties. The Division of Health Information will make reasonable efforts to limit the access to PHI in accordance with the needed level of access, regardless of job duty.

No employee or contractor shall access any individual's PHI except to perform legitimate employment and contractor activities on behalf of the Division of Information.

Any Division of Health Information or KHIE employee or contractor needing access to PHI to carry out a legitimate activity of employment or contractor work by the Division of Health Information or KHIE to which the employee or contractor generally otherwise does not have access by reason of their normal job function should obtain the permission of the Deputy Executive Director before accessing any PHI.



**Scope:** This policy applies to all Division of Health Information and KHIE employees and contractors, including all persons providing contractor services.

**Policy/Procedure Maintenance Responsibility:** The Division of Health Information is responsible for the maintenance of this policy.

**Exceptions:** There are no exceptions to this policy.

**Review Cycle:** Annual

**Timeline:**

Revision Date:

Review Date: 05-26-2022

Review Date: 12-19-2019

Review Date: 08-01-2018

Effective Date: 06-15-2011

**Cross-Reference:**

Health Insurance Portability and Accountability Act (HIPAA) of 2013



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