**POLICY**

Upstate Carolina NCORP (UC NCORP) staff will handle Protected Health Information (PHI) per Federal Privacy Rule provisions.

**RESPONSIBILITY**

All Staff

**DEFINITIONS**

**Protected Health information (PHI):** that is the subject of this policy is information that is created or received, and it relates to the past, present, or future physical or mental health or condition of a patient. It also includes the provision of health care to a patient; or the past, present, or future payment for the provision of health care to a patient; and that identifies the patient or for which there is a reasonable basis to believe the information used to identify the patient. Protected Health information includes information of persons both living and deceased. The following components of a patient's information will also be considered protected health information: a) names; b) street address, city, county, precinct, zip code; c) dates directly related to a patient, including birth date, admission date, discharge date, and date of death; d) telephone numbers, fax numbers, and electronic mail addresses; e) Social Security numbers; f) medical record numbers; g) health plan beneficiary numbers; h) account numbers; i) certificate or license numbers; j) vehicle identifiers and serial numbers, including license plate numbers; k) device identifiers and serial numbers; l) Web Universal Resource Locators (URLs); m) biometric identifiers, including finger and voice prints; n) full face photographic images and comparable images; and o) other unique identifying number, characteristic, or code.

**GUIDELINES**

* UC NCORP members and staff will use and disclose PHI consistent with Federal HIPAA regulations

**PROCEDURES**

1. UC NCORP will follow the Privacy Rule 45 C.F.R. 164.502
2. Each institution of UC-NCORP will follow their member institution’s standard

**REFERENCE:**

Federal Register, Privacy Rule 45 C.F.R. 164.502

**ASSOCIATED FORMS:**

N/A

**COMMITTEE APPROVAL:**

UC-NCORP Policy and Procedure Committee