

**TEXAS ASSOCIATION OF COUNTIES
HEALTH AND EMPLOYEE BENEFIT POOL
HIPAA POLICIES**

**MINIMUM NECESSARY USES
OF PROTECTED HEALTH INFORMATION**

Effective Date: March 17, 2003

POLICY

Individuals who perform Health Plan functions use the minimum amount of Protected Health Information ("PHI") necessary to perform their duties.

PROCEDURE

- HEBP identifies the individuals who need access to PHI according to the categories of uses for payment or health care operations.
- HEBP identifies the type and minimum amount of PHI needed to administer the plan.
- HEBP determines the manner and circumstances under which individuals who perform plan functions may use PHI.
- All individuals are required to use PHI in accordance with the determination made by HEBP of the minimum amount necessary to effectively administer the plan.
- When an individual performs more than one function of Health Plan, the types of PHI and conditions for access are dependent on the function that the member is performing.
- Newly hired individuals who will perform plan administration functions are provided with information regarding their access to PHI during their initial training.
- This policy does not apply to:
 - Disclosures to, or requests by a health care provider for treatment;
 - Uses or disclosures made to an individual requestor;
 - Uses or disclosures made pursuant to an authorization;

- Disclosures to the United States Department of Health and Human Services;
- Uses or disclosures required by law;
- Uses or disclosures required by the Privacy Rule, 45 CFR Parts 160, 164.