

STANDARD OPERATING PROCEDURE	
SUBJECT:	EMS Billing
TOPIC:	HIPAA: Disclosing Protected Health Information For Research Purpose
Reference Number:	EMS-06-009
Effective Date:	July 1, 2006
Date Last Reviewed:	
Signature of Approval:	Frank E. Wright, Fire & Rescue Chief

1.01 **PURPOSE:**

Under certain circumstances, health care organizations may use Protected Health Information (PHI) for research purposes. From time to time, the Winchester Fire & Rescue Department (WFRD) may be requested to provide patient information in support of these research projects. The WFRD is committed to ensuring the privacy and security of individual health information and will not provide information for research purposes without the specific written permission of the patient.

1.02 **GENERAL:**

To stay within the guidelines of the Health Insurance Portability and Accountability Act (HIPAA) of 1996 to protect healthcare information obtained and safeguard the use of the PHI (Protected Health Information

1.03 **RESPONSIBILITY:**

It is the responsibility of The Privacy Officer and Alternate Privacy Officer, to thoroughly train and familiarize WFRD members regarding HIPAA policies and procedures.

1.04 **POLICY:**

- THE WFRD may not use or disclose PHI without written authorization from the individual.
- The WFRD may use or disclose PHI to the extent that such use or disclosure is required by law and the use or disclosure complies with and is limited to the relevant requirement of the law.

- The WFRD will not disclose or utilize PHI for research projects unless the project and request have been approved by the Fire & Rescue Chief or his designee.
- The WFRD's Notice of Privacy Practices states that research projects are subject to strict oversight and approvals. Health information will be released only when there is minimal risk to your privacy and adequate safe guards are in place in accordance with the law.
- Knowledge of a violation or potential violation of this policy must be reported directly to the WFRD Privacy Officer, Alternate Privacy Officer or the Fire & Rescue Chief.

1.05 **REVOCATION:**

1.06 **REVISION:**