

	Privacy	Rio Grande Valley HIE	Policy: P10
	Effective Date 11/06/2015	Last Date Revised/Updated 11/06/2015	Date Board Approved: 11/06/2015
Subject: HIE Documentation, Amendment, and Retention of Records			

FEDERAL REGULATION:

45 CFR 164.530(j)(1)

POLICY:

Rio Grande Valley Health Information Exchange (RGV) maintains all records in accordance with federal, state and local laws regarding retention of records.

Records pertaining to compliance with the Health Insurance Portability and Accountability Act of 1996 are required to be kept in written or electronic form for a minimum of six years, and be made available to the patient, the Secretary of Health and Human Services, Public Health authorities, Law Enforcement and Health Oversight agencies upon request. If a communication is required by HIPAA to be in writing, RGV will maintain such writing, or an electronic copy, as documentation. If an action, activity, or designation is required by HIPAA to be documented, RGV will maintain a written or electronic record of such action, activity, or designation.

Included in the information to be retained are: Notice of Privacy Practices; Business Associate Agreements; authorizations; Accounting of Disclosures of Protected Health Information; investigations concerning complaints, surveys/reviews regarding compliance with HIPAA privacy standards and the associated policies and procedures; personnel designations; requests for restrictions or revocation of consents and/or authorizations;

PROCEDURE:

The Privacy Officer shall retain:

- Notices of Privacy Practices
- Business Associate Agreements
- Personnel Designations
- Investigations concerning complaints
- Surveys/reviews regarding compliance with HIPAA privacy standards and the associated policies and procedures
- Accounting of Disclosures of Protected Health Information
- Accounting of Disclosures of Protected Health Information for Research
- Authorizations
- Revocation of Authorization
- Requests for Restrictions
- Alternative Means of Communicating PHI

Information that will also be referenced and/or attached electronically to the individual's electronic health record in the RGV database:

- Authorizations
- Revocation of Authorization
- Requests for Restrictions

All electronic and written records shall be retained for 6 years from the date of its creation or the date when it last was in effect, whichever is later. The Information Security Officer and Privacy Officer shall take reasonable steps to ensure that all electronic data is stored on devices / mediums that can be readily retrieved (regardless of the age of the data).