

TABLE OF CONTENTS

INTRODUCTION

- Chapter 1. Administrative Requirements**
- Chapter 2. Workforce Members' Responsibilities**
- Chapter 3. Physical and Technical Safeguards**
- Chapter 4. Notice of Privacy Practices**
- Chapter 5. Designated Record Sets**
- Chapter 6. Uses and Disclosures of Protected Health Information**
- Chapter 7. Business Associates**
- Chapter 8. Authorization for Use and Disclosure of Protected Health Information**
- Chapter 9. Minimum Necessary Rule**
- Chapter 10. Verification of the Identity and Authority of the Requester**
- Chapter 11. Right of Individuals or Personal Representatives to Access Protected Health Information Maintained by DMH**
- Chapter 12. Right to an Audit Trail of Certain Disclosures of Protected Health Information**
- Chapter 13. Right to Amend Protected Health Information**
- Chapter 14. Right to Request Confidential Communications**
- Chapter 15. Right to Request Restrictions on the Use and/or Disclosure of Protected Health Information**
- Chapter 16. Privacy Complaint Process**

APPENDICES

- A – Glossary**
- B – Workforce Access to PHI Created and Maintained by DMH Table and Definitions**
- C – Routine Disclosures and Requests**
- D – Privacy Personnel**
- E - Index to Privacy Forms and Letters**
- F - De-identification Information**

NOTE: Forms, Letters and the Notice of Privacy Practices referenced in the Handbook are not included in the Chapters themselves, but may be accessed by clicking on Forms, Letters and Notice of Privacy Practices on the opening HIPAA web page.