


COUNTY OF IMPERIAL
DEPARTMENT OF BEHAVIORAL HEALTH SERVICES
POLICY AND PROCEDURE MANUAL

SUBJECT: Notification of Amendment by Another Covered Entity	POLICY: 01-79
SECTION: Administration	EFFECTIVE DATE: 4-14-03
REFERENCE:	PAGE: 1 of 2
AUTHORITY: 45 C.F.R Part 164	SUPERSEDES: New Policy
	APPROVED BY: 

PURPOSE: To establish a policy for amending PHI when ICBHS receives a notice of amendment from another covered entity.

SCOPE: The information in this document applies to all members of the workforce which includes employees, contract employees, volunteers, trainees, etc., granted access to protected health information (PHI).

NOTES: None

DEFINITIONS: Amendment: The request by an individual to make an addendum, alteration, or attachment to a designated record containing their PHI. [45 C.F.R. 164.526]

Covered Entity: Health Plans, health care clearing-houses, and health care providers who conduct any standard electronic transactions. The standard electronic transactions are those provided in the Transactions and Code Sets Rule. [45 C.F.R. 160.103]

Designated Record Set: A group of records maintained by or for ICBHS that includes medical, billing, enrollment, payment, claims adjudication, and other records used to make a decision about an individual.

Protected Health Information (PHI): Individually identifiable information relating to past, present, or future physical or mental health condition of an individual, provision of health care to an individual, or the past, present, or future payment for health care provided to an individual

transmitted or maintained in any form or medium including oral, written, or electronic communication.

Workforce: Employees, volunteers, trainees, and other persons whose conduct, in the performance of work for the department, is under the direct control of the department, whether or not they are paid by the department.

POLICY: If ICBHS is informed by another covered entity of an amendment they have made to an individual's protected health information, ICBHS must amend the affected protected health information in designated record set that has been received from the other covered entity.

Upon receipt of the amendment notification from another entity, ICBHS will determine if the error was repeated in its designated record sets and, if reasonable, make the amendment as appropriate and feasible to the affected PHI in its designated record sets.

If the amended information is clinical in nature and could impact clinical decision-making, the amendment notice will be referred to the provider of record for a decision on whether make the amendment in ICBHS designated record sets.

If ICBHS determines to make the amendment to PHI in its own designated records sets, a document accepting the amendment will be filed in the designated record sets and will reflect that the other covered entity made the decision to make the amendment.

When appropriate, reasonable steps will be made to notify the individual that ICBHS has made the amendment to the affected PHI in its designated record sets.

Enforcement

Management and supervisors are responsible for enforcing this policy and associated procedure(s). Members of the workforce who violate this policy or associated policies or procedures are subject to disciplinary actions appropriate to the nature of the violation in accordance with the ICBHS sanction policy.