

 SACVALLEY MEDSHARE	POLICY: <i>Minimum Necessary</i>	POLICY NUMBER: <i>SVMS-06.001</i>
	Compliance Requirement	Author: Elizabeth L Steffen
45 C.F.R. § 164.502(b)	Revised By:	Revised Date:

Purpose and Principles:

The purpose of the Minimum Necessary policy is to promote the privacy principles of data collection and usage in order to protect the patients protected health information (PHI) while still facilitating the minimum necessary amount of PHI to be sent through the SacValley MedShare Health Information Exchange for the betterment of the patient's care and to comply with the Health Information Portability and Accountability Act (HIPAA).

Scope and Accountability:

This policy applies to SacValley MedShare (SVMS) and all Participants, which includes their Business Associates and contractors that may provide, make available, or request information through SVMS and is applied in conjunction with SVMS-11 (Workforce, Agents, and Contractors).

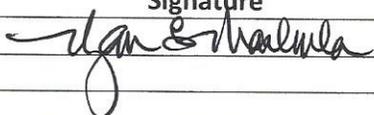
Policy Statement:

Entire Medical Record: A Participant shall not use, disclose, or request an individual's entire medical record except where specifically justified as the amount that is reasonably necessary to accomplish the purpose of the use, disclosure, or request.

Uses: Participants shall use only the minimum amount of health information obtained through SVMS as is necessary for the purpose of such use.

Disclosures: Participants shall disclose through SVMS only the minimum amount of health information as is necessary for the purpose of the disclosure. Disclosures to a health care provider for treatment purposes and disclosures required by law are not subject to this Minimum Necessary Policy.

Requests: Participants shall request only the minimum amount of health information through SVMS as is necessary for the intended purpose of the request. This Minimum Necessary Policy does not apply to requests by health care providers for treatment purposes.

Authorization	Name	Signature	Date
Board Chair	Myron E. Machula		4/3/2015
Compliance Officer			
Executive Director			

Reference:

Central Illinois Health Information Exchange Privacy Policies. (2011, December).
 Markel Foundation. (2015, February). *P2: Model Privacy Policies and Procedures for Health Information Exchange*. Retrieved February 9, 2015 from <http://www.markle.org/health/markle-common-framework/connecting-professionals/p2?page=6>

Version	Date	Author	Comment
.001	03/16/2015	E. Steffen/ M. Jensen/ J. Helvey/ D. LeFevre	Initial release.