

University Physicians Inc.



MINIMUM NECESSARY POLICY

Latest Revision:

Original Effective Date: April 4, 2003

Purpose To keep protected health information (PHI) on a need-to-know basis and maintain the confidentiality of patient medical history.

Policy When using or disclosing PHI, University Physicians Inc. will make reasonable efforts to limit protected health information to the minimum necessary to accomplish the intended purpose of the use, disclosure, or request.

Procedure Access to PHI within University Physicians Inc. is granted on a need-to-know basis. Certain job responsibilities require access to more detailed information than others. It is your responsibility to maintain the confidentiality of this information and not share it with others that do not need it to carry out the duties of their job responsibilities.

Disclosures of PHI to our patients, who are the subject of the health information, do not need to be restricted to minimum necessary.

If PHI is requested for Payment or Health Care Operations the requests must be limited to only the reasonably necessary information to satisfy the needs of the requesting entity.

For all other unique or non-routine requests, the Privacy Officer will determine what information is reasonably necessary for disclosure on a case-by-case basis.

Definitions See glossary for key terms and acronyms used in this policy.
(On file with Privacy Officer)

Enforcement Enforcement of this policy will reside with the Privacy Officer or appropriate Management.

**Rationale/
Source**

This policy complies with requirements of the following:
• Health Insurance Portability and Accountability Act (HIPAA), Privacy Rule

**Cross
References**

For additional information, refer to the following:

Document Name
UPI Job Classification Matrix (On file with Privacy Officer)
PHI Access Justifications (On file with Privacy Officer)

**Review or
Revision Date**

This policy is reviewed and approved annually, and as revised.

MM/DD/YYYY	MM/DD/YYYY	MM/DD/YYYY	MM/DD/YYYY

Governance

Responsibility for adoption and/or implementation of this policy is as follows:

Approving Body		Executive Approval	
Privacy Officer:	04/04/03	Chief Operating Officer:	04/04/03
Signature on file.	Date	Signature on file.	Date