

 <p>SPOKANE COUNTY Regional Support Network Prepaid Inpatient Health Plan</p>	Policy Title: Sharing Consumer Data		Policy # MIS-23
	Signature: Signature on file	Revised:	
	Christine Barada, Director Community Services, Housing and Community Development	Reviewed: 8/30/07	
	Signature Date: 8/30/07	Signing by authority of Res. No. 2007-0038	

Applies to: Internal External

References

RCW [71.24.035](#), [71.05.560](#), and chapters [71.24](#) and [71.05](#)
RCW. 06-17-114, § 388-865-0275, filed 8/18/06, effective 9/18/06

Scope

SCRSN/PIHP

Policy

The SCRSN will demonstrate that it collects and manages information that shows the effectiveness and cost effectiveness of mental health services. The regional support network will:

- 1 Ensure that information about consumers is shared or released between service providers only in compliance with state statutes (see chapters [70.02](#), [71.05](#), and [71.34](#) RCW) and this policy. Information about consumers and their individualized crisis plans must be available:
 - 1.1 Twenty-four hours a day, seven days a week to designated mental health professionals and inpatient evaluation and treatment facilities, as consistent with confidentiality statutes; and
 - 1.2 To the state and regional support network staff as required for management information and program review.

Procedures/Mechanisms

1. The SCRSN will follow HIPAA Privacy and Security guidelines in using the minimum necessary standards to all uses, disclosures, and requests for PHI.

Exceptions to the rule are applied to:

disclosures to, or requests, by, a healthcare provider for the purpose of treatment;
disclosures to the client;
disclosures made pursuant to their authorization;
disclosures required to comply with the Privacy Rule; and
uses and disclosures required by law to the extent that such disclosure complies with and is limited to the relevant requirements of the law.

SCRSN policy for uses and access to PHI by RSN employees will be to use/access PHI in accordance with what is needed to carry out their job functions, including Billing, Quality Assurance and Improvement and Statistical Analysis.

Non-routine, non-recurring disclosures of PHI will be reviewed, prior to release of PHI, by the Privacy Officer. This person will make a determination that the minimum necessary PHI is being used or disclosed.

2. Data submitted to the SCRSN MIS is assumed to be available for viewing to all provider agencies within the SCRSN System of Care that have an established relationship with that consumer except as follows:

Episodes and Service Encounters by provider agencies with a Co-Occurring license of service.

3. Requests for information from outside entities are referred to the SCRSN administration or its designee.
4. The SCRSN Crisis Response unit, including the DMHPs will have access to all consumer information collected and stored by the SCRSN MIS, including Crisis Plans and Alerts, for the purposes of health and safety.