

San Mateo County Behavioral Health and Recovery Services  
INDEX of HIPAA-RELATED POLICIES and PROCEDURES

**CHRONOLOGICAL ORDER - MARCH 2014**

<b>NUMBER</b>	<b>DATE</b>	<b>TITLE</b>
<b>93-11</b>	12/6/93	<b>Critical Incident Reporting</b> Amended 1/24/02 and 11/15/02; Attachment last revised 3/05 (Supersedes 91-12)
<b>95-02</b>	3/3/95	<b>Research Policies and Procedures</b> Amended 2/25/03; Attachment B last revised 3/00 (Supersedes 90-11)
<b>00-04</b>	1/7/00	<b>Chart (Medical Record) Management (formerly Chart Retention)</b> Amended 2/25/03; Effective 4/14/03 (Supersedes Policy of 7/81)
<b>00-06</b>	12/14/00	<b>Client Access to Mental Health Record</b> Amended 2/25/03; Effective 4/14/03 (Supersedes Policy of 1/83)
<b>01-07</b>	10/17/01	<b>Facsimile (FAX) Confidentiality</b>
<b>01-09</b>	11/19/01	<b>Shredding of Client Material—Confidentiality</b>
<b>03-01</b>	2/25/03	<b>Confidentiality/Privacy of Protected Health Information (PHI)</b> Amended 3/13/13, Technical Edits 1/23/14 Attachment B last revised 1/14; Attachments F and G added 3/13; Attachment H added 10/13; Tagalog and Tongan translations to Attachments B, C and H completed 1/14 (Supersedes 90-12)
<b>03-02</b>	2/25/03	<b>Notice of Privacy Practices</b> Amended 12/9/09; Technical Edits 1/23/14 Attachment A revised 1/09; Attachment B added 12/09 with technical edits 3/13; Tongan translations completed 1/14
<b>03-03</b>	2/25/03	<b>Complaints/Grievances Filed by Beneficiaries/Clients</b> Amended and Re-Named 7/25/05; Attachment revised 7/05
<b>03-04</b>	2/25/03	<b>Disclosure of Protected Health Information (PHI), Minimum Necessary</b> Technical Edits 8/12/09; Amended 1/23/14 Attachments A, B and C revised 1/14

<b>NUMBER</b>	<b>DATE</b>	<b>TITLE</b>
<b>03-05</b>	2/25/03	<b>Disclosure of Protected Health Information (PHI), Incidental</b>
<b>03-06</b>	2/25/03	<b>Disclosures of Protected Health Information (PHI) with Client Authorization</b> Amended 8/12/09 and 3/13/13 Attachment A revised 6/09; Tongan translation for Attachments A and B available 1/14
<b>03-07</b>	2/25/03	<b>Disclosure of Protected Health Information (PHI), Request for an Accounting</b>
<b>03-08</b>	2/25/03	<b>Restrictions on Use or Disclosure of Protected Health Information (PHI)</b> Technical Edits 1/23/14
<b>03-09</b>	2/25/03	<b>Amendment of Protected Health Information (PHI)</b> Amended 3/31/09; Technical Edits 1/23/14
<b>03-10</b>	2/25/03	<b>Psychotherapy Notes</b>
<b>03-11</b>	2/25/03	<b>E-mail Use</b> Amended 3/14/07 and 10/8/08 Attachments A and C last revised 9/08; Attachment B last revised 3/07; Attachment D added 9/08
<b>03-17</b>	6/11/03	<b>HIPAA Compliance, Mental Health Managed Care Plan</b>
<b>03-20</b>	8/13/03	<b>Organized Health Care Arrangement (OCHA)</b>