

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

CHRONOLOGICAL ORDER - MARCH 2014

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

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