

DPH Privacy and Security Manual Table of Contents

Part 1. Privacy Policies and Procedures

I. Division of Public Health Privacy Compliance

- DPH Privacy Manual Introduction
- DPH HIPAA Compliance Policy Statement
- DPH Privacy Policy Scope
- DPH Privacy Policy Matrix
- DPH Privacy Policy Applicability
- DPH HIPAA Covered Health Care Components and Business Associates

II. Administrative

- Administrative Requirements (Privacy Protections)
- Privacy Official / Contact
- Business Associates
- Workforce
- Privacy Safeguards
- Privacy Complaints
- Privacy Incident Report
- Legal Occurrences

III. Use and Disclosure

- Minimum Necessary
- Research
- Authorizations
- TPO Consents
- Accounting of Disclosures
- Use and Disclosure of PHI
- De-Identification of PHI and Data Use Agreement
- Marketing and Fundraising

IV. Client Rights

Notice of Privacy Practices
Personal Representatives
Designated Record Sets (DRS)
Client Privacy Rights

V. Forms

DPH Confidentiality Agreement
DPH Privacy Training Record
DPH Health Information Privacy Complaint
DPH Privacy Complaint Tracking Log
DPH Privacy Incident Report
NC DHHS Business Associate Addendum to Contract
NC DHHS Business Associate Addendum to MOU
NC DHHS Business Associate Memorandum of Understanding (stand alone)
NC DHHS Authorization to Disclose Health Information
NC DHHS Authorization to Disclose Health Information (Spanish)
NC DHHS Authorization to Disclose Health Information For Research
DPH Patient Authorization to Permit Use and Disclosure of Health Information
Sample Acknowledgement Form: Receipt of Notice of Privacy Practices
DPH Permission to Use and Disclose Health Information (Consent for TPO)
DPH Designated Record Sets template worksheet
DPH Request for Accessing/Inspecting/Copying Health Information
DPH Request for Restrictions on Use and Disclosures of Health Information
DPH Request for Amendment of Health Information
DPH Request for Alternative Means of Communication of Health Information
DPH Request for Accounting of Disclosures of Health Information
DPH Accounting of Disclosures of IIHI Made to a Single Source for Multiple Clients
DPH Accounting of Disclosures for Research Purposes
DPH Disclosures of IIHI (Non-Routine Disclosures Log)
DPH DUA (Data use Agreement) template
DPH Permission to Tape Record/Photograph
DHHS Application for Waiver/Limited Waiver of Authorization for Research
Request for Access to Health Information for Research
DHHS Pledge of Confidentiality Form

VI. Privacy Manual Policy Supporting Material

NC DHHS HIPAA Documentation Retention Guidelines (draft)
NC DHHS HIPAA Guidance for Identifying Business Associates
NC DHHS External Business Associate Assessment Guidelines
NC DHHS Internal Business Associate Assessment Guidelines
DPH Business Associates of Internal Business Associates Summary
DPH External Business Associates Assessment Matrix
DPH Inventory of External Business Associates
Checklist for Client Authorizations
Questions and Answers: Consents & Authorizations
Memo on New State Law Regarding Disclosures of Patient Information for TPO Purposes
Q&A of Revised NSGS130A-12 Confidentiality (IOG)
DPH Designated Record Set Definition
NCHICA Guidance for Identifying Designated Record Sets
DPH State Lab Notice of Privacy Practices
DPH State Lab Notice of Privacy Practices (Spanish)
Instructions to Request Restrictions on Disclosures
Form 4056 instructions
DPH Contract Review Process for HIPAA Impacts
NC DHHS Work Area Physical Safeguards Assessment For HIPAA Privacy Compliance
NC DHHS Privacy Definitions