



Administrative Policies and Procedures: 32.4

Subject:	Administrative, Technical and Physical Safeguards
Authority:	Health Insurance Portability and Accountability Act (HIPAA) of 1996; TCA 33-3-103, 33-3-104, 33-3-105; TCA 37-5-105 (3), 37-5-106, 37-5-107
Standards:	COA: PA-RPM 6; DCS Practice Model Standard: 7-102A
Application:	To All Department of Children's Services Employees
Policy Statement:	
All DCS employees shall implement reasonable procedures to safeguard Protected Health Information (PHI) in any medium, including paper, verbal and visual electronic representations from any intentional or unintentional access, use or disclosure.	
Purpose:	
To outline procedures for compliance with the HIPAA Privacy Rule in order to safeguard confidential PHI from any intentional or unintentional use or disclosure.	
Procedures:	
A. Workplace practices	DCS employees will adhere to procedures outlined in DCS Policies 9.4. Confidential Child-Specific Records Information , 9.5. Access and Release of Confidential Child-Specific Information , 20.26 Accident-Injury Reporting and 32.3. Use and Disclosure of Protected Health Information and will take necessary precautions to safeguard all <u>confidential information</u> in the form of: <ol style="list-style-type: none"> 1. Paper documents; 2. Verbal communications; and 3. Visual electronic information. This includes, but is not limited to: electronic devices such as computer screens, laptops, printers, scanners, cell phones, smart phones, tablet computers, instant messaging with office phones or computers, fax machines and copy machines. 4. PHI or confidential information of any kind will not be sent via text messages on cell phones or smart phones.
B. Administrative safeguards	DCS managers and employees will conduct internal reviews, at least annually, through established case file review and/or monitoring tools to evaluate the: <ol style="list-style-type: none"> 1. Minimal levels of access to confidential information for each job function; and 2. Effectiveness of departmental administrative, technical and physical safeguards for PHI to ensure compliance with local protocols and applicable DCS policies and procedures for minimizing the unwanted disclosure of identifiable health information.

Forms:	<i>None</i>
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Collateral documents:	<i>None</i>
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