

Divisions: All Divisions	Policy Number 179.10.12
Subject: MINIMUM NECESSARY DISCLOSURE	
Approved: Executive Director	
Approved: Associate Director	
Approved: CADE BOD	
Effective Date: April 14, 2003	
Review Dates:	
Revised Dates:	

**Purpose**

HIPAA regulation 164.502 requires that reasonable efforts are made not to disclose more than the minimum amount of protected health information necessary to accomplish the intended purpose of the use, disclosure, or request within the constraints of practical and technical limitations. Center for Advanced Dental Education will ensure that the appropriate steps are taken to disclose only the minimum amount of protected health information necessary to accomplish the particular use or disclosure, as required by HIPAA regulation, and other applicable federal, state, and/or local laws and regulations.

1. Center for Advanced Dental Education employees will follow proper procedures to ensure that only the minimum amount of patient health information necessary to accomplish the specific purpose of a use or a disclosure is actually used or disclosed.
2. Center employees will request only the minimum amount of patient health information necessary to accomplish the specific purpose of the request.
3. This policy does not apply to the following uses or disclosures:
  - a. Disclosure to or request by a provider for purposes of treatment;
  - b. Uses or disclosure mad to the individual who is the subject of the information ;
  - c. Uses or disclosure pursuant to an authorization;
  - d. Uses or disclosures required by law;
  - e. Uses or disclosure required for compliance with applicable laws and regulations.

**Procedures**

1. All proposed uses or disclosures of patient health information will be reviewed by persons having an understanding of the Center’s privacy policies and practices.
2. Use, disclosure, or request of an entire dental record will only occur when specifically justified as being reasonably necessary to accomplish the purpose of the use, disclosure, or request.
3. Classes of personnel will maintain appropriate levels of access to protected health information necessary to accomplish their routine duties and responsibilities
  - a. Dental Records Personnel
  - b. Reimbursement Personnel
  - c. Case Management Personnel
  - d. Dental/Clinical Personnel
4. Availability to protected health information will be reasonably limited as described in procedure #3 through the utilization of access control.
5. The following criteria will be used in limiting the amount of protected health information requested, used, or disclosed by Center personnel:
  - a. Does the requesting individual have complete understanding of the purpose for the request, use, or disclosure of the protected health information:

- b. Are all of the individuals identified for whom the use or disclosure of the protected health information is required?
- 6. Requests for disclosures of protected health information will be reviewed on a individual basis in accordance with criteria listed in the policy.
- 7. Center personnel may reasonably rely on requests by:
  - a. Public health and law enforcement agencies in determining the minimum necessary information for certain disclosures;
  - b. Other covered entities in determining the minimum necessary information for certain disclosures; or
  - c. By a professional who is a member of its workforce or is a business associate of Center for Advanced Dental Education for the purpose of providing professional services to Center for Advanced Dental Education, if the professional represents that the information requested is the minimum necessary for the stated purpose.
- 8. In the event of disclosures for research purposes, the Center will review the documentation required of the Institutional Review Board in determining minimum necessary for stated purpose.
- 9. Knowledge of a violation nor potential violation of this policy must be reported directly to the Privacy Officer, Compliance Officer, or to the employee compliance hotline.