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**MILWAUKEE COUNTY EMS
ADMINISTRATIVE POLICY
HEALTH INSURANCE**

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PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

POLICY: Personally identifiable protected health information (PHI) collected, processed or learned as a result of EMS services provided will be kept confidential in accordance with the Health Insurance Portability and Accountability Act.

PHI collected in the course of routine medical responses will not be further disclosed other than as permitted by law.

Appropriate safeguards are to be instituted to prevent use or disclosure of the PHI.

Unauthorized use or disclosure of PHI, intentional or unintentional, is to be reported to Milwaukee County EMS as soon as the municipality becomes aware of the situation.

Agents or subcontractors to whom the municipality provides PHI must maintain the same standard of information protection.

Information must be provided to Milwaukee County EMS and the Individual who has a right of access within 30 days of such a request.

Milwaukee County EMS must be notified of any amendment(s) to PHI. Amendment(s) must be incorporated to PHI at the request of Milwaukee County EMS or the individual who has a right of access as required under HIPAA.

A patient may request an accounting of all uses or disclosures of PHI made by the Municipality. The request must be fulfilled within 60 days of receipt.

The Municipality must be able to provide evidence that the Municipality is compliant with HIPAA. Internal practices, books, records relating to the use and disclosure of PHI must be available to the Secretary of Health and Human Services.

The Municipality may disclose protected Health Information on behalf of Milwaukee County in the following circumstances:

- Review and disclosure of PHI as required for treatment, payment and health care operations;
- Disclosures of PHI upon request as permitted by Wisconsin state statutes and the Federal privacy rule;
- Uses required for the proper management and administration of the Municipality as a business associate; and
- Other uses or disclosures of PHI as permitted by HIPAA privacy rule.

Failure to adhere to HIPAA requirements may result in the termination of the Municipality's ALS contract.