



COMMUNITY MENTAL HEALTH ADMINISTRATION

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Mark A. Hackel
County Executive

COMPLIANCE ALERT

John L. Kinch
Executive Director

Date: May 2, 2017

BOARD OF DIRECTORS

Ken DeBeaussaert
Chairperson

To: Macomb County Community Mental Health Workforce Members
(via email)

Joan Flynn
Vice-Chairperson

From: Kimberly Cope, Corporate Compliance Officer

Linda K. Busch
Secretary-Treasurer

RE: Appropriate Access to Consumer Records

Marilyn Brown
Louis J. Burdi
Nick Ciaramitaro
Susan Doherty
Barry J. Gross, D.O.
Brian Negovan
Elisabeth M. Sierawski
Kathy Tocco
Kathy D. Vosburg

Please be reminded that **ALL** MCCMH workforce members must, at all times, access the consumer record in accordance with HIPAA and the Michigan Mental Health Code. MCCMH Policy 10-440, "Minimum Necessary HIPAA Privacy" outlines the standard for accessing protected health information. Additionally, all employees receive annual privacy training in accordance with Policy 10-355, "Privacy Training."

As an additional reminder, only those individuals who need access for permissible business reasons and who have been authorized to receive it may access confidential protected health information. No workforce member should access unnecessary information; instead a workforce member may only access information needed to perform his/her job functions.



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According to HHS.gov, Minimum Necessary Requirement:

"The minimum necessary standard, a key protection of the HIPAA Privacy Rule, is derived from confidentiality codes and practices in common use today. It is based on sound current practice that protected health information should not be used or disclosed when it is not necessary to satisfy a particular purpose or carry out a function."

For more information, see HHS.gov, 45 CFR 164.502(b), and 164.514(d).

Workforce members who violate this standard are subject to discipline, up to and including termination.



MEMBER