

From: DHS PrivacyHelp
To: PrivacyHelp, DHS
Date: 8/3/2009 9:06 AM
Subject: Changes to DHS privacy policies and forms

This message is intended for DHS managers who supervise programs in which protection of confidential client information is required.

August 3, 2009
To: All DHS Managers and Privacy Policy Review group
From: Jane Alm, DHS Privacy Officer
Subject: Changes to DHS privacy policies and forms

The DHS privacy policies, DHS-100-001 through (<http://www.dhs.state.or.us/policy/admin/privacylist.htm>)DHS-100- (<http://www.dhs.state.or.us/policy/admin/privacylist.htm>)009 (<http://www.dhs.state.or.us/policy/admin/privacylist.htm>), written in response to the federal HIPAA Rules have recently been revised. The changes are minor in nature, mostly updating and clarifying the language used in the policies. No new privacy requirements or procedures have been added. What has changed are several of the forms used to support the collection and disclosure of confidential information. The form changes improve completion instructions for both staff and clients.

Action Item

Please remind your employees to utilize the current version of all forms by downloading them from the DHS Forms (<http://dhsforms.hr.state.or.us/default.htm>) website. Here is a list of privacy forms that have been updated or added:

- DHS 2101 (*new*) - Special handling for confidential communications
- DHS 2093 - Request for access to records
- DHS 2094 - Request for amendment of health record
- DHS 2095 - Request for restriction of use and disclosure
- DHS 2096 - Request for accounting of disclosure of health records
- DHS 2097 - Disclosures of protected health information
- DHS 2099 - Authorization for use and disclosure of information
- DHS 2099i - Instructions for completing form DHS 2099

Contact the DHS Privacy Office for additional information, 503-945-5780 or dhs.privacyhelp@state.or.us.