

**POLICY AND PROCEDURE MANUAL
PHARMACY SERVICES**

SECTION: **DEPARTMENT OF PHARMACY**

SUBJECT: **PROTECTED HEALTH INFORMATION**

CODE: 1.10.5
DATE: 1/16/97
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APPROVED: Tinh Tran, Pharm. D.
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POLICY

Protected Health Information (PHI) known or contained in the patient's prescription record shall be treated as confidential and will be disclosed only with the written consent of the patient or legal guardian, or as set forth in California Civil Codes 56.05 & 56.16 and 45 Code of Federal Regulations Parts 160 and 164, whichever is more stringent.

PROCEDURE

1. All Pharmacy personnel at Rancho having access to protected health information must hold all information in strict confidence. This includes ensuring that all patient-specific identifiers, which are not a part of the prescription record, are disposed of in certified document destruction containers.
2. No protected health information is to be relayed to others, except what is deemed necessary for planning of specific care and services. This will be handled with professionalism and discretion. [Disclosures to a covered entity not affiliated with the Department of Health Services will be subject to an accounting which will be archived for retrieval for up to six years].
3. Requests for protected health information will be directed to the Health Information Management department. Disposition of such requests will be in accordance with Rancho's established policy and procedure for Release of Information.
4. At no time shall Pharmacy personnel, who have access to protected health information, speak with the news media. Inquiries are to be directed to Rancho Administration.

Reviewed: 4/4/16bj, 7/30/2018bdk, 4/19/2022 TT

Approved By: 