

## Release of HIPAA-Protected Information

### 1034.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a pre-authorization process for the release of a member's personal health information, which is protected by Health Insurance Portability and Accountability Act (HIPAA) regulations, in the event of an on-duty injury or illness.

### 1034.2 POLICY

It is the policy of the Fresno County Fire Protection District to allow members to complete a pre-authorization for the release of their personal health information to a family member in the event the member becomes injured or ill on-duty.

### 1034.3 GUIDELINES

- (a) Members have the right to voluntarily complete a pre-authorization for the release of personal health information to specific individuals.
- (b) The District Health Insurance Portability and Accountability Act and Emergency Information form shall be considered the pre-authorization form for the release of personal health information.
- (c) Completed pre-authorization forms shall be stored in the personnel files within a locked file cabinet.
- (d) During business hours, supervisors may access completed forms from the District Finance Office. During non-business hours, supervisors may access completed forms from the Duty Chief.
- (e) Pre-authorization forms will expire at the end of the members employment. The District shall ask for updated information from the members annually. Members shall revoke Pre-authorization forms in writing to the District administrator.
- (f) Members can expect the District to release their personal health information to the pre-authorized individuals when the member has an injury or illness requiring an emergency room visit, hospitalization or the member is incapacitated or after the death of the member.