

HEALTH INFORMATION EXCHANGE POLICIES

Policy: Minimum Necessary

Number: 14

Applicability: Viewer, Provider, Receiver, Exchanger

Effective: 9/23/2013

Policy:

Jersey Health Connect Requires that the amount of PHI/Data accessed, used, or disclosed through Jersey Health Connect be the minimum necessary where and as required by HIPAA, HITECH and other applicable laws as well as the JHC Policies.

Procedure:

1) Uses

- a) Participants and Authorized Users shall use only the minimum amount of Data from Jersey Health Connect as is necessary to accomplish a specified purpose in accordance with the JHC Permitted & Prohibited Use Policy.
- b) Participants and Authorized Users shall share Data obtained through Jersey Health Connect with, and allow access to, such Data by only those Authorized User workforce members, agents, and contractors who need the information in connection with their job function or duties.

2) Access & Disclosures ¹

- a) Participants and Authorized Users shall access and disclose from Jersey Health Connect only the minimum amount of Data as is necessary to accomplish the purpose of the access or disclosure in accordance with the JHC Permitted & Prohibited Use Policy and other JHC Policies.
- b) For disclosures to a Participant's Business Associates, the Participant shall determine the amount that constitutes the minimum necessary to accomplish the intended purpose of such disclosure.

3) Requests. Participants and Authorized Users shall request only the minimum amount of Data through Jersey Health Connect as is necessary to accomplish the intended purpose of the request.

4) Entire Medical Record. Participants and Authorized Users shall not use, disclose, or request an individual's entire medical record except where specifically justified as the amount reasonably necessary to accomplish the purpose of the use, disclosure, or request.

5) De-Identified Information & Limited Data Sets. This HIE Policy does not apply to aggregated and/or de-identified information.

Revision History:

3/12/2012 New Policy

9/13/2013 Revised Effective 9/23/2013

¹ New Jersey Health Information Network (NJHIN) Security Policy and Procedure 3.3, "Access." This policy and procedures requires information accessed through the NJHIOs to be limited to the minimum necessary, except for Treatment purposes.