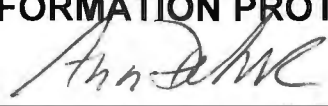
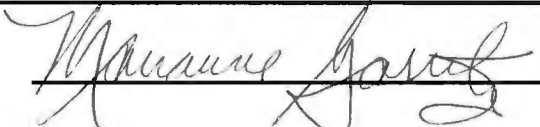




ADMINISTRATIVE/FISCAL/CLINICAL/PHF POLICY AND PROCEDURES

COUNTY OF SANTA BARBARA
ALCOHOL, DRUG AND MENTAL HEALTH SERVICES

Section:	Management Information Systems	Effective:	9/27/2011
Policy -	#72 INFORMATION PROTECTION	Revised:	
Director's Approval		Date	1-19-12
Deputy Director's Approval		Date	1-19-12
Form Ref.	-	Reviewed:	

POLICY:

It is the policy of the Santa Barbara County Mental Health Services department (Department) that Departmental employees and individuals working on Departmentally purchased and supported data systems on the county network comply with the County's Information Protection Policy, found at:

http://sbchome.co.santa-barbara.ca.us/uploadedFiles/itd/Policies/Policy_Information_Protecion.pdf

In order to access information in the data system, employees must have not only the right to know information but also the need to know that information. The right to know addresses the person's position within the organization: a person must work in a position such that that specific types of information are shared in the course of that person's employment.

The need to know information means that a person has a legitimate business need for the information. Need to know applies not only to viewing information, but also to modifying information or using information to complete a transaction.

Reasonable steps must be taken to secure all Protected Health Information, as defined by HIPAA.

PROCEDURE:

- A. New staff will be advised of the Information Protection Policy by the ADMHS Human Resources department upon the commencement of employment.
- B. Staff will complete MHP-approved HIPAA training within 30 days of beginning employment.

Assistance: Human Resources Manager, MIS Manager

Reference: