

**STATE OF CONNECTICUT
DEPARTMENT OF MENTAL RETARDATION**

Policy No: I.H.1.PO.001

Subject: Privacy of Health Information

Section: Confidentiality: Privacy

Issue Date: May 13, 2005

Effective Date: Upon release

**Approved:/S/ Peter H. O'Meara
Commissioner**

A. Policy Statement

The Department of Mental Retardation shall establish policy, procedures, and forms to create a compliance program that provides privacy protections for individually identifiable health information to consumers served by the Department of Mental Retardation.

The privacy protections established by this statement shall:

- Respect the privacy rights of our consumers, who are the subjects of this information;
- Provide our consumers with procedures to exercise those rights; and
- Provide for the authorized and required uses and disclosure of this information.

Policy, procedures and forms discussed in the above paragraph shall be available in electronic format and posted on the Department's local area network (LAN). Refer to the folder titled "HIPAA" on the shared drive labeled "DMR Common" J:\DMR-common\HIPAA\ Approved policy, procedure, and forms shall be posted to appropriate subfolders at this location.

The Department's Privacy Official or his/her designee shall manage and document all policy, procedure, and form revisions.

B. Applicability

This policy shall apply to the Department of Mental Retardation (DMR) and any workforce member, including volunteers, accessing protected health information created and/or maintained by DMR.

This policy shall apply to all individually identifiable health information that is transmitted or maintained in any form or medium (electronic or otherwise) when it is used or disclosed by the Department of Mental Retardation.

C. References

Conn. General Statutes: Sec.17a-238, "Rights of Persons Placed or Treated under the Direction of DMR"

Conn. General Statutes: Secs.4-190 et seq., "Personal Data Act"

Regs. Conn. Agencies-DMR, Sec 19-570-5, "DMR Client Record Confidentiality"
Health Insurance Portability and Accountability Act of 1996 (HIPAA) P.L. 104-191