


County of Marin Behavioral Health and Recovery Services (BHRS)	POLICY NO. BHRS-SUS-06
	Next Review Date: June 2021
POLICY:	Date Reviewed/Revised: June 29, 2018
<u>USE OF ELECTRONIC HEALTH RECORDS</u>	
SUPERCEDES: MHSUS-ADP-06	By:  Jai Africa, PsyD Director of Behavioral Health and Recovery Services

POLICY: USE OF ELECTRONIC HEALTH RECORDS

I. PURPOSE:

The purpose of this policy is to ensure that the Protected Health Information (PHI) and Personally Identifiable Information (PII) of all substance use treatment clients served under public funding is managed and protected in accordance with HIPAA, 42 CFR, HITECH Act and the California Code of regulations.

II. REFERENCES:

State/County DMC-ODS Intergovernmental Agreement
 State/County Substance Abuse Prevention and Treatment Blog Grant Contract
 42 C.F.R §438.242
 California Code of Regulations, Title 9 §1810.376

III. POLICY:

It is the Policy of Marin County Behavioral Health and Recovery Services (BHRS) that all client electronic health information must be stored in a qualified Health Information System (HIS) that meets the standards of 42 C.F.R. §438.242 and is consistent with California Code of Regulations., Title 9 §1810.376.

IV. AUTHORITY/RESPONSIBILITY:

Contract Managers
 Alcohol and Drug Administrator
 Marin WITS Administrator
 BHRS Director

V. PROCEDURE:

County of Marin BHRS staff and contracted providers must use a qualified HIS to store and submit CalOMS, TEDS and NOMS data and electronic health records.

Pursuant to 42 C.F.R. §438.242 and consistent with Cal.Code Regs., Title 9 §1810.376, Marin County BHRS maintains Marin WITS as its Substance Use Disorders Services Health Information System that collects, analyzes, integrates, and reports data. The system

County of Marin Behavioral Health and Recovery Services (BHRS)	POLICY NO. BHRS-SUS-06
	Next Review Date: June 2021
POLICY: <u>USE OF ELECTRONIC HEALTH RECORDS</u>	Date Reviewed/Revised: June 29, 2018

provides information on areas including, but not limited to, utilization, grievances, and appeals.

County and contracted treatment providers are required to use Marin WITS to fulfill CalOMS data requirements, as identified in the BHRS CalOMS Treatment Policy and record and submit service information for reimbursement. All CalOMS, TEDS and NOMS data must be stored and submitted via Marin WITS, a Health Information System that:

- a. Collects data on beneficiary and provider characteristics as specified by the State, and on services furnished to beneficiaries as specified by the State;
- b. Ensures that data received from providers is accurate and complete by:
 - i. Date, Time, and User stamping all the data entry and review of client information;
 - ii. Provides a log to track both provider activity and client chart activity;
 - iii. Incorporates business rules that screen the data for completeness, logic and consistency; and
 - iv. Collects service information in standardized formats.

In addition contractors are permitted to use Marin WITS as their Electronic Health Record. Contractors who use another Health Information System in addition to or instead of Marin WITS must attest annually at contract renewal [Attachment A] that their Health Information System meets 42 C.F.R, HIPAA, and HITECH by meeting the following requirements:

- a. Has a unique log-in and password as well as specific permissions set for each user. Ref: HIPAA Requirement: Access Control. A covered entity must implement technical policies and procedures that allow only authorized persons to access electronic protected health information (e-PHI).
- b. Has a protected access log that records any access to the system and an audit log for access to client information for clinical or billing purposes. Ref: HIPAA Requirement: Audit Controls. A covered entity must implement hardware, software, and/or procedural mechanisms to record and examine access and other activity in information systems that contain or use e-PHI.
- c. Has safeguards to ensure information cannot be inappropriately erased, altered or destroyed ref: HIPAA Requirement: Technical Safeguards Integrity Controls. A covered entity must implement policies and procedures to ensure that e-PHI is not improperly altered or destroyed. Electronic measures must be put in place to confirm that e-PHI has not been improperly altered or destroyed.
- d. Meets the Transmission Security HIPAA requirement: Transmission Security. A covered entity must implement technical security measures that guard against unauthorized access to e-PHI that is being transmitted over an electronic network.
- e. Meaningful Use/ 42 CFR Requirements: handles client requests to make an amendment to their record.
- f. Logs users off after a specified period of inactivity.

County of Marin Behavioral Health and Recovery Services (BHRS)	POLICY NO. BHRS-SUS-06
	Next Review Date: June 2021
POLICY: <u>USE OF ELECTRONIC HEALTH RECORDS</u>	Date Reviewed/Revised: June 29, 2018

- g. Permits an identified set of users to access electronic health information during an emergency.
- h. Tracks disclosures of PHI.
- i. Can generate an electronic copy of a client's record.
- j. Requires passwords to be updated at a minimum of every 90 days.