

Family Practice of Grand Island, PC

Designated Record Set

Business Office

Itemized Statement
Explanation of Benefits
Status of Account
Bank/Loan Information
Medicare/Insurance Card copies
Encounter Form

Medical Record

Demographic Information
Medical Care Information
National Registry Information
Diagnostic Information
PHI Authorizations/Amendment Requests
Insurance Referrals/Information
Financial Responsibility Information
Scanned Images

Not part of the designated PHI record set (not subject to amendment requests)

Insurance Requests
Subpoenas
Power of Attorney/Living Wills
Employment Records
De-identified Information
Family Education Rights and Privacy Act (FERPA) Records
Unincorporated PHI from outside source stating no Redisclosure
Oral PHI unless it is documented and used to make decisions

Permitted or Required PHI Use and Disclosure

1. **No patient *authorization*** is required to use or disclose PHI for:
 - a. TPO-Treatment, Payment or Other Healthcare operations - Family Practice policy is to obtain *consent* for TPO
 - b. Department of Health and Human Services (DHHS)
 - c. Public Health
 - d. Federal Drug Administration (FDA)
 - e. Health oversight agencies
 - f. Workers compensation
 - g. Coroners, medical examiners, funeral directors
 - h. Legal proceedings
 - i. Law enforcement
 - j. Criminal activity
 - k. Correctional institution
 - l. Military activity and National Security
 - m. Face-to-face marketing
 - n. Business associates
 - o. Organ, eye and tissue procurement organizations
2. Patient may limit the use or disclosure of PHI in certain situations. See complete NPP.