



**Policy Type:** Board

**Category:** Health Care

**Policy Name:** General Policy Relating to the Health Insurance Portability  
and Accountability Act of 1996 (HIPAA) - Board Policy 3.40

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**3.40 GENERAL POLICY RELATING TO THE HEALTH INSURANCE  
PORTABILITY AND ACCOUNTABILITY ACT OF 1996 (HIPAA)  
(Adopted 2-25-03; Amended 8-31-04)**

It is the policy of the Board of Supervisors that:

- (A) Pursuant to the Health Insurance Portability and Accountability Act of 1996, the County of Santa Clara designates itself as a hybrid entity performing both covered and non-covered functions; and
- (B) The County designates the following health care components:
  - (1) Health Care Providers within:
    - (a) Santa Clara Valley Medical Center;
    - (b) Ambulatory Care;
    - (c) the Mental Health Department;
    - (d) the Department of Alcohol and Drug Services;
    - (e) Children's Shelter Clinic & Custody Health Services;



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- (f) Covered Providers of the Public Health Department; and
- (2) Health Plans:
  - (a) Valley Health Plan;
  - (b) Employee Services Agency, Flexible Spending Account for Health Care; and
- (3) Portions of the following departments providing support services on behalf of a designated provider or plan involving the disclosure of individually identifiable health information:
  - (a) the Department of Revenue;
  - (b) Internal Audit;
  - (c) the Office of County Counsel;
  - (d) Information Systems Department;
  - (e) Employee Services Agency, Risk Management Department;
  - (f) the Board of Supervisors;
  - (g) the Department of Correction; and
- (C) The Office of the County Executive will develop, maintain and administer a Countywide HIPAA Compliance Policy concerning the use and disclosure of protected health information in compliance with



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applicable HIPAA regulations. Each health care component is responsible for developing policies and procedures relevant to their specific HIPAA compliance responsibilities; and

- (D) The County health care components will train members of its affected workforce on the policies and procedures for HIPAA compliance in a manner consistent with their respective job responsibilities.

### Related Policies

None.

### Related Forms and Information

None.

### History

Date	Changes Made
1/29/2014	Policy Uploaded. (John Myers)
8/31/2004	Policy Amended. <a href="#">View legislative file.</a>
2/25/2003	Policy Adopted. <a href="#">View legislative file.</a>