

# Monterey County Behavioral Health, Quality Improvement

## PROTOCOLS

Re: Confidentiality of Protected Health Information (PHI)
Policy References: Included, but not limited to policies 303, 322, 350, 351, 352, 356
<b>Form Reference: Avatar report 100B Face Sheet (Field)</b>
Effective: 9/19/16

In an effort to continue to secure client confidentiality of Protected Health Information (PHI) when taking PHI off-site, we have added an additional face sheet that is in alignment with HIPAA regulations. The 100B Face Sheet contains only the minimal information a practitioner needs when providing services in the community. The 100B face sheet contains name, address, date of birth, telephone number, language, and allergies. Please continue to ensure protection of confidentiality of the client information and of all documents.

**All staff members are expected to use the 100B Face Sheet (field) when client's contact information is required during visits in the community.**