

# HIPAA TRAINING SEPTEMBER



***“MINIMUM NECESSARY”***



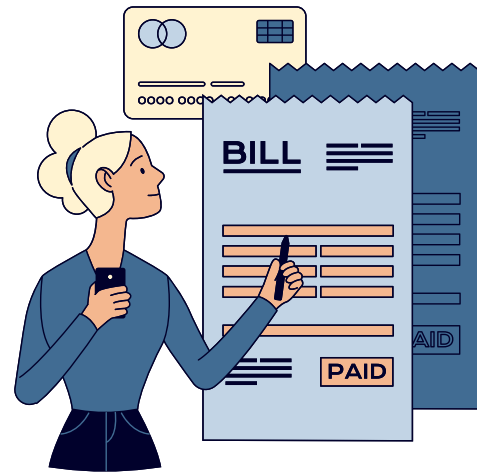
MEDICAL MANAGEMENT, LLC

*The Physician Practice Management Company*®

# Minimum Necessary/Need-to Know

- Only those workforce members with a legitimate “need to know” may access, use or disclose PHI.
- This includes but is not limited to all activities related to Treatment, Payment and health care Operations (TPO).
- Each workforce member may only access the minimum information necessary to perform his or her designated role regardless of the extent of access provided to him or her.
- Just give what is needed to meet the purpose of the use or disclosure.
- Limit access only to those people who need access to the information to accomplish the use or disclosure.
- Do not give the whole chart if they do not need the whole chart.

# Minimum Necessary Principle does apply to (partial list):



- Claims & billing
- Attorneys
- Insurance
- Disability
- Benchmarking reports
- Financial analysis
- Accreditation & licensure
- Credentialing
- Education and training
- Research



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# **Minimum Necessary Principle** ***does not apply to:***

- Direct treatment situations in communications with other professional treating the patient.
- Disclosing medical information to the patient himself/herself.
- Disclosing information authorized for release by the patient.
- Certain disclosures required by law.



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