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HIPAA and Mental Health Information



HIPAA Privacy Rule and Sharing Information Related to Mental Health

Background

The Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule provides consumers with important privacy rights and protections with respect to their health information, including important controls over how their health information is used and disclosed by health plans and health care providers. Ensuring strong privacy protections is critical to maintaining individuals' trust in their health care providers and willingness to obtain needed health care services, and these protections are especially important where very sensitive information is concerned, such as mental health information. At the same time, the Privacy Rule recognizes circumstances arise where health information may need to be shared to ensure the patient receives the best treatment and for other important purposes, such as for the health and safety of the patient or others. The Rule is carefully balanced to allow uses and disclosures of information – including mental health information – for treatment and these other purposes with appropriate protections.

In this guidance, we address some of the more frequently asked questions about when it is appropriate under the Privacy Rule for a health care provider to share the protected health information of a patient who is being treated for a mental health condition. We clarify when HIPAA permits health care providers to:

- Communicate with a patient's family members, friends, or others involved in the patient's care;
- Communicate with family members when the patient is an adult;
- Communicate with the parent of a patient who is a minor;
- Consider the patient's capacity to agree or object to the sharing of their information;
- Involve a patient's family members, friends, or others in dealing with patient failures to adhere to medication or other therapy;
- Listen to family members about their loved ones receiving mental health treatment;
- Communicate with family members, law enforcement, or others when the patient presents a serious and imminent threat of harm to self or others; and
- Communicate to law enforcement about the release of a patient brought in for an emergency psychiatric hold.

In addition, the guidance provides relevant reminders about related issues, such as the heightened protections afforded to psychotherapy notes by the Privacy Rule, a parent's right to access the protected health information of a minor child as the child's personal representative, the potential applicability of Federal alcohol and drug abuse confidentiality regulations or state laws that may provide more stringent protections for the information than HIPAA, and the intersection of HIPAA and FERPA in a school setting.

Questions and Answers about HIPAA and Mental Health

Does HIPAA allow a health care provider to communicate with a patient's family, friends, or other persons who are involved in the patient's care?

Yes. In recognition of the integral role that family and friends play in a patient's health care, the HIPAA Privacy Rule allows these routine – and often critical – communications between health care providers and these persons. Where a patient is present and has the capacity to make health care decisions, health care providers may communicate with a patient's family members, friends, or other persons the patient has involved in his or her health care or payment for care, so long as the patient does not object. See 45 CFR 164.510(b). The provider may ask the patient's permission to share relevant information with family members or others, may tell the patient he or she plans to discuss the information and give them an opportunity to agree or object, or may infer from the circumstances, using professional judgment, that the patient does not object. A common example of the latter would be situations in which a family member or friend is invited by the patient and present in the treatment room with the patient and the provider when a disclosure is made.

Where a patient is not present or is incapacitated, a health care provider may share the patient's information with family, friends, or others involved in the patient's care or payment for care, as long as the health care provider determines, based on professional judgment, that doing so is in the best interests of the patient. Note that, when someone other than a friend or family member is involved, the health care provider must be reasonably sure that the patient asked the person to be involved in his or her care or payment for care.

In all cases, disclosures to family members, friends, or other persons involved in the patient's care or payment for care are to be limited to only the protected health information directly relevant to the person's involvement in the patient's care or payment for care.

Does HIPAA provide extra protections for mental health information compared with other health information?

Generally, the Privacy Rule applies uniformly to all protected health information, without regard to the type of information. One exception to this general rule is for psychotherapy notes, which receive special protections. The Privacy Rule defines psychotherapy notes as notes recorded by a health care provider who is a mental health professional documenting or analyzing the contents of a conversation during a private counseling session or a group, joint, or family counseling session and that are separate from the rest of the patient's medical record. Psychotherapy notes do not include any information about medication prescription and monitoring, counseling session start and stop times, the modalities and frequencies of treatment furnished, or results of clinical tests; nor do they include summaries of diagnosis, functional status, treatment plan, symptoms, prognosis, and progress to date. Psychotherapy notes also do not include any information that is maintained in a patient's medical record. See 45 CFR 164.501.

Psychotherapy notes are treated differently from other mental health information both because they contain particularly sensitive information and because they are the personal notes of the therapist that typically are not required or useful for treatment, payment, or health care operations purposes, other than by the mental health professional who created the notes. Therefore, with few exceptions, the Privacy Rule requires a covered entity to obtain a patient's authorization prior to a disclosure of psychotherapy notes for any reason, including a disclosure for treatment purposes to a health care provider other than the originator of the notes. See 45 CFR 164.508(a)(2). A notable exception exists for disclosures required by other law, such as for mandatory reporting of abuse, and mandatory "duty to warn" situations regarding threats of serious and imminent harm made by the patient (State laws vary as to whether such a warning is mandatory or permissible).

Is a health care provider permitted to discuss an adult patient's mental health information with the patient's parents or other family members?

In situations where the patient is given the opportunity and does not object, HIPAA allows the provider to share or discuss the patient's mental health information with family members or other persons involved in the patient's care or payment for care. For example, if the patient does not object:

- A psychiatrist may discuss the drugs a patient needs to take with the patient's sister who is present with the patient at a mental health care appointment.
- A therapist may give information to a patient's spouse about warning signs that may signal a developing emergency.

BUT:

- A nurse may not discuss a patient's mental health condition with the patient's brother after the patient has stated she does not want her family to know about her condition.

In all cases, the health care provider may share or discuss only the information that the person involved needs to know about the patient's care or payment for care. See 45 CFR 164.510(b). Finally, it is important to remember that other applicable law (e.g., State confidentiality statutes) or professional ethics may impose stricter limitations on sharing personal health information, particularly where the information relates to a patient's mental health.

When does mental illness or another mental condition constitute incapacity under the Privacy Rule? For example, what if a patient who is experiencing temporary psychosis or is intoxicated does not have the capacity to agree or object to a health care provider sharing information with a family member, but the provider believes the disclosure is in the patient's best interests?

Section 164.510(b)(3) of the HIPAA Privacy Rule permits a health care provider, when a patient is not present or is unable to agree or object to a disclosure due to incapacity or emergency circumstances, to determine whether disclosing a patient's information to the patient's family, friends, or other persons involved in the patient's care or payment for care, is in the best interests of the patient.¹ Where a provider determines that such a disclosure is in the patient's best interests, the provider would be permitted to disclose only the PHI that is directly relevant to the person's involvement in the patient's care or payment for care.

This permission clearly applies where a patient is unconscious. However, there may be additional situations in which a health care provider believes, based on professional judgment, that the patient does not have the capacity to agree or object to the sharing of personal health information at a particular time and that sharing the information is in the best interests of the patient at that time. These

may include circumstances in which a patient is suffering from temporary psychosis or is under the influence of drugs or alcohol. If, for example, the provider believes the patient cannot meaningfully agree or object to the sharing of the patient's information with family, friends, or other persons involved in their care due to her current mental state, the provider is allowed to discuss the patient's condition or treatment with a family member, if the provider believes it would be in the patient's best interests. In making this determination about the patient's best interests, the provider should take into account the patient's prior expressed preferences regarding disclosures of their information, if any, as well as the circumstances of the current situation. Once the patient regains the capacity to make these choices for herself, the provider should offer the patient the opportunity to agree or object to any future sharing of her information.

If a health care provider knows that a patient with a serious mental illness has stopped taking a prescribed medication, can the provider tell the patient's family members?

So long as the patient does not object, HIPAA allows the provider to share or discuss a patient's mental health information with the patient's family members. See 45 CFR 164.510(b). If the provider believes, based on professional judgment, that the patient does not have the capacity to agree or object to sharing the information at that time, and that sharing the information would be in the patient's best interests, the provider may tell the patient's family member. In either case, the health care provider may share or discuss only the information that the family member involved needs to know about the patient's care or payment for care.

Otherwise, if the patient has capacity and objects to the provider sharing information with the patient's family member, the provider may only share the information if doing so is consistent with applicable law and standards of ethical conduct, and the provider has a good faith belief that the patient poses a threat to the health or safety of the patient or others, and the family member is reasonably able to prevent or lessen that threat. See 45 CFR 164.512(j). For example, if a doctor knows from experience that, when a patient's medication is not at a therapeutic level, the patient is at high risk of committing suicide, the doctor may believe in good faith that disclosure is necessary to prevent or lessen the threat of harm to the health or safety of the patient who has stopped taking the prescribed medication, and may share information with the patient's family or other caregivers who can avert the threat. However, absent a good faith belief that the disclosure is necessary to prevent a serious and imminent threat to the health or safety of the patient or others, the doctor must respect the wishes of the patient with respect to the disclosure.

Can a minor child's doctor talk to the child's parent about the patient's mental health status and needs?

With respect to general treatment situations, a parent, guardian, or other person acting in loco parentis usually is the personal representative of the minor child, and a health care provider is permitted to share patient information with a patient's personal representative under the Privacy Rule. However, section 164.502(g) of the Privacy Rule contains several important exceptions to this general rule. A parent is not treated as a minor child's personal representative when: (1) State or other law does not require the consent of a parent or other person before a minor can obtain a particular health care service, the minor consents to the health care service, and the minor child has not requested the parent be treated as a personal representative; (2) someone other than the parent is authorized by law to consent to the provision of a particular health service to a minor and provides such consent; or (3) a parent agrees to a confidential relationship between the minor and a health care provider with respect to the health care service.² For example, if State law provides an adolescent the right to obtain mental health treatment without parental consent, and the adolescent consents to such treatment, the parent would not be the personal representative of the adolescent with respect to that mental health treatment information.

Regardless, however, of whether the parent is otherwise considered a personal representative, the Privacy Rule defers to State or other applicable laws that expressly address the ability of the parent to obtain health information about the minor child. In doing so, the Privacy Rule permits a covered entity to disclose to a parent, or provide the parent with access to, a minor child's protected health information when and to the extent it is permitted or required by State or other laws (including relevant case law). Likewise, the Privacy Rule prohibits a covered entity from disclosing a minor child's protected health information to a parent when and to the extent it is prohibited under State or other laws (including relevant case law). See 45 CFR 164.502(g)(3)(ii).

In cases in which State or other applicable law is silent concerning disclosing a minor's protected health information to a parent, and the parent is not the personal representative of the minor child based on one of the exceptional circumstances described above, a covered entity has discretion to provide or deny a parent access to the minor's health information, if doing so is consistent with State or other applicable law, and the decision is made by a licensed health care professional in the exercise of professional judgment.

In situations where a minor patient is being treated for a mental health disorder and a substance abuse disorder, additional laws may be applicable. The Federal confidentiality statute and regulations that apply to federally-funded drug and alcohol abuse treatment programs contain provisions that are more stringent than HIPAA. See 42 USC § 290dd-2; 42 CFR 2.11, et. seq.

At what age of a child is the parent no longer the personal representative of the child for HIPAA purposes?

HIPAA defers to state law to determine the age of majority and the rights of parents to act for a child in making health care decisions, and thus, the ability of the parent to act as the personal representative of the child for HIPAA purposes. See 45 CFR 164.502(g).

Does a parent have a right to receive a copy of psychotherapy notes about a child's mental health treatment?

No. The Privacy Rule distinguishes between mental health information in a mental health professional's private notes and that contained in the medical record. It does not provide a right of access to psychotherapy notes, which the Privacy Rule defines as notes recorded by a health care provider who is a mental health professional documenting or analyzing the contents of a conversation during a private counseling session or a group, joint, or family counseling session and that are separate from the rest of the patient's medical record. See 45 CFR 164.501. Psychotherapy notes are primarily for personal use by the treating professional and generally are not disclosed for other purposes. Thus, the Privacy Rule includes an exception to an individual's (or personal representative's) right of access for psychotherapy notes. See 45 CFR 164.524(a)(1)(i).

However, parents generally are the personal representatives of their child and, as such, are able to receive a copy of their child's mental health information contained in the medical record, including information about diagnosis, symptoms, treatment plans, etc. Further, although the Privacy Rule does not provide a right for a patient or personal representative to access psychotherapy notes regarding the patient, HIPAA generally gives providers discretion to disclose the individual's own protected health information (including psychotherapy notes) directly to the individual or the individual's personal

representative. As any such disclosure is purely permissive under the Privacy Rule, mental health providers should consult applicable State law for any prohibitions or conditions before making such disclosures.

What options do family members of an adult patient with mental illness have if they are concerned about the patient's mental health and the patient refuses to agree to let a health care provider share information with the family?

The HIPAA Privacy Rule permits a health care provider to disclose information to the family members of an adult patient who has capacity and indicates that he or she does not want the disclosure made, only to the extent that the provider perceives a serious and imminent threat to the health or safety of the patient or others and the family members are in a position to lessen the threat. Otherwise, under HIPAA, the provider must respect the wishes of the adult patient who objects to the disclosure. However, HIPAA in no way prevents health care providers from listening to family members or other caregivers who may have concerns about the health and well-being of the patient, so the health care provider can factor that information into the patient's care.

In the event that the patient later requests access to the health record, any information disclosed to the provider by another person who is not a health care provider that was given under a promise of confidentiality (such as that shared by a concerned family member), may be withheld from the patient if the disclosure would be reasonably likely to reveal the source of the information. 45 CFR 164.524(a)(2)(v). This exception to the patient's right of access to protected health information gives family members the ability to disclose relevant safety information with health care providers without fear of disrupting the family's relationship with the patient.

Does HIPAA permit a doctor to contact a patient's family or law enforcement if the doctor believes that the patient might hurt herself or someone else?

Yes. The Privacy Rule permits a health care provider to disclose necessary information about a patient to law enforcement, family members of the patient, or other persons, when the provider believes the patient presents a serious and imminent threat to self or others. The scope of this permission is described in a letter to the nation's health care providers issued on January 15, 2013.

Specifically, when a health care provider believes in good faith that such a warning is necessary to prevent or lessen a serious and imminent threat to the health or safety of the patient or others, the Privacy Rule allows the provider, consistent with applicable law and standards of ethical conduct, to alert those

persons whom the provider believes are reasonably able to prevent or lessen the threat. These provisions may be found in the Privacy Rule at 45 CFR § 164.512(j).

Under these provisions, a health care provider may disclose patient information, including information from mental health records, if necessary, to law enforcement, family members of the patient, or any other persons who may reasonably be able to prevent or lessen the risk of harm. For example, if a mental health professional has a patient who has made a credible threat to inflict serious and imminent bodily harm on one or more persons, HIPAA permits the mental health professional to alert the police, a parent or other family member, school administrators or campus police, and others who may be able to intervene to avert harm from the threat.

In addition to professional ethical standards, most States have laws and/or court decisions which address, and in many instances require, disclosure of patient information to prevent or lessen the risk of harm. Providers should consult the laws applicable to their profession in the States where they practice, as well as 42 USC 290dd-2 and 42 CFR Part 2 under Federal law (governing the disclosure of alcohol and drug abuse treatment records) to understand their duties and authority in situations where they have information indicating a threat to public safety. Note that, where a provider is not subject to such State laws or other ethical standards, the HIPAA permission still would allow disclosures for these purposes to the extent the other conditions of the permission are met.

If a law enforcement officer brings a patient to a hospital or other mental health facility to be placed on a temporary psychiatric hold, and requests to be notified if or when the patient is released, can the facility make that notification? The Privacy Rule permits a HIPAA covered entity, such as a hospital, to disclose certain protected health information, including the date and time of admission and discharge, in response to a law enforcement official's request, for the purpose of locating or identifying a suspect, fugitive, material witness, or missing person. See 45 CFR § 164.512(f)(2). Under this provision, a covered entity may disclose the following information about an individual: name and address; date and place of birth; social security number; blood type and rh factor; type of injury; date and time of treatment (includes date and time of admission and discharge) or death; and a description of distinguishing physical characteristics (such as height and weight). However, a covered entity may not disclose any protected health information under this provision related to DNA or DNA analysis, dental records, or typing, samples, or analysis of body fluids or tissue. The law enforcement official's request may be made orally or in writing.

Other Privacy Rule provisions also may be relevant depending on the circumstances, such as where a law enforcement official is seeking information

about a person who may not rise to the level of a suspect, fugitive, material witness, or missing person, or needs protected health information not permitted under the above provision. For example, the Privacy Rule's law enforcement provisions also permit a covered entity to respond to an administrative request from a law enforcement official, such as an investigative demand for a patient's protected health information, provided the administrative request includes or is accompanied by a written statement specifying that the information requested is relevant, specific and limited in scope, and that de-identified information would not suffice in that situation. The Rule also permits covered entities to respond to court orders and court-ordered warrants, and subpoenas and summonses issued by judicial officers. See 45 CFR § 164.512(f)(1). Further, to the extent that State law may require providers to make certain disclosures, the Privacy Rule would permit such disclosures of protected health information as "required-by-law" disclosures. See 45 CFR § 164.512(a).

Finally, the Privacy Rule permits a covered health care provider, such as a hospital, to disclose a patient's protected health information, consistent with applicable legal and ethical standards, to avert a serious and imminent threat to the health or safety of the patient or others. Such disclosures may be to law enforcement authorities or any other persons, such as family members, who are able to prevent or lessen the threat. See 45 CFR § 164.512(j).

If a doctor believes that a patient might hurt himself or herself or someone else, is it the duty of the provider to notify the family or law enforcement authorities?

A health care provider's "duty to warn" generally is derived from and defined by standards of ethical conduct and State laws and court decisions such as *Tarasoff v. Regents of the University of California*. HIPAA permits a covered health care provider to notify a patient's family members of a serious and imminent threat to the health or safety of the patient or others if those family members are in a position to lessen or avert the threat. Thus, to the extent that a provider determines that there is a serious and imminent threat of a patient physically harming self or others, HIPAA would permit the provider to warn the appropriate person(s) of the threat, consistent with his or her professional ethical obligations and State law requirements. See 45 CFR 164.512(j). In addition, even where danger is not imminent, HIPAA permits a covered provider to communicate with a patient's family members, or others involved in the patient's care, to be on watch or ensure compliance with medication regimens, as long as the patient has been provided an opportunity to agree or object to the disclosure and no objection has been made. See 45 CFR 164.510(b)(2).

Does HIPAA prevent a school administrator, or a school doctor or nurse, from sharing concerns about a student's mental health with the student's parents or law enforcement authorities?

Student health information held by a school generally is subject to the Family Educational Rights and Privacy Act (FERPA), not HIPAA. HHS and the Department of Education have developed guidance clarifying the application of HIPAA and FERPA.

In the limited circumstances where the HIPAA Privacy Rule, and not FERPA, may apply to health information in the school setting, the Rule allows disclosures to parents of a minor patient or to law enforcement in various situations. For example, parents generally are presumed to be the personal representatives of their unemancipated minor child for HIPAA privacy purposes, such that covered entities may disclose the minor's protected health information to a parent. See 45 CFR § 164.502 (g)(3). In addition, disclosures to prevent or lessen serious and imminent threats to the health or safety of the patient or others are permitted for notification to those who are able to lessen the threat, including law enforcement, parents or others, as relevant. See 45 CFR § 164.512(j).

¹ The Privacy Rule permits, but does not require, providers to disclose information in these situations. Providers who are subject to more stringent privacy standards under other laws, such as certain state confidentiality laws or 42 C.F.R. Part 2, would need to consider whether there is a similar disclosure permission under those laws that would apply in the circumstances.

² A parent also may not be a personal representative if there are safety concerns. A provider may decide not to treat the parent as the minor's personal representative if the provider believes that the minor has been or may be subject to violence, abuse, or neglect by the parent or the minor may be endangered by treating the parent as the personal representative; and the provider determines, in the exercise of professional judgment, that it is not in the best interests of the patient to treat the parent as the personal representative. See 45 CFR 164.502(g)(5).

The HIPAA Privacy Rule: Frequently Asked Questions (FAQs)

by Legal and Regulatory Affairs Staff

The Practice Organization has received many questions about what psychologists need to do in light of the April 14, 2003 deadline for complying with the HIPAA Privacy Rule (Privacy Rule). Below are answers to some of the most common questions.

The most complete resource, however, is the HIPAA for Psychologists product that has been developed by the APA Practice Organization and APA Insurance Trust. You can learn more about the product and order it at APApractice.org.

Q: I Send Patient Bills to Insurance Companies Electronically. Does the HIPAA Privacy Rule Apply to Me?

A: Yes, because the Privacy Rule applies to any psychologist who transmits protected health information (see Question 5) in electronic form in connection with a health care claim.

Q: Does the Privacy Rule Apply Only to the Patient Whose Records Are Being Sent Electronically, or Does It Apply to All the Patients in the Practice?

A: Once the rule is triggered (for example by a single electronic transaction as described in the previous answer), the psychologist's entire practice must come into compliance.

Q: Should I Comply with the Privacy Rule If I Do Not Submit Any Claims Electronically?

A: Because the Privacy Rule applies to the electronic transmission of health information, some psychologists who do not submit electronic claims or who don't participate with third-party payment plans may not currently need to comply with the Privacy Rule. However, it is in your best interest to comply now, as any number of future actions may trigger the Privacy Rule (for example, participating in Medicare or another third-party payment plan in the increasingly electronic private market). Compliance may also be triggered by actions outside of your control, such as if you use a billing service that becomes entirely electronic. If one of these events suddenly triggers your Privacy Rule obligations after the April 2003 deadline, you will have no grace period for coming into compliance. Consequently, the APA Practice Organization and the APA Insurance Trust strongly recommend that you act now to get in compliance, so that you will be ready as the health care industry becomes increasingly dependent upon electronic transmissions.

Q: Even Though I Do Bill Electronically, I Have a Solo Practice — Basically, It's Just Me. Do I Still Have to Comply with the Privacy Rule?

A: Yes, the Privacy Rule applies to all health care providers — from those in large multihospital systems to individual solo practitioners. The administrative requirements of the Privacy Rule are “scalable,” meaning that a covered entity must take “reasonable” steps to meet the requirements according to its size and type of activities. In other words, the administrative burden on a psychologist who is a solo practitioner will be far less than that imposed on a hospital. For example, a hospital may be required to create a full-time staff position to serve as a privacy officer, while a psychologist in a solo practice may identify him or herself as the “privacy officer.”

Q: What Information About My Patients Must I Keep Protected Under the HIPAA Privacy Rule?

A: The Privacy Rule applies to, and provides specific protections for, protected health information (PHI). With certain exceptions, the Privacy Rule defines PHI as information that: (1) is created or used by health care professionals or entities; (2) is transmitted or maintained in any form or medium; (3) identifies or can be used to identify a particular patient; and (4) relates to one of the following: (a) the past, present, or future physical or mental health condition of a patient; (b) the provision of health care to a patient, or (c) the past, present, or future payment for providing health care to a patient.

Q: What Is the Difference Between “Consent” Under the Privacy Rule and “Informed Consent to Treatment?”

A: “Consent,” as it was used in the Privacy Rule, refers to advance permission, typically given by the patient at the start of treatment, for various disclosures of patient information to third parties. Consent is no longer required by the Privacy Rule after the August 2002 revisions. However, in many states this type of consent will still be required for routine disclosures, such as for treatment and payment purposes (these more protective state laws are not preempted by the Privacy Rule).

“Informed consent to treatment” is not a concept found in the Privacy Rule. It refers to a client’s decision to allow a health care provider to perform a particular treatment or intervention. State laws and ethical codes on informed consent require that the psychologist provide understandable information about the risks and benefits so that a patient can make a knowledgeable, informed decision about treatment.

Q: What Are Psychotherapy Notes Under the Privacy Rule?

A: HIPAA defines psychotherapy notes as notes recorded in any medium by a health care provider who is a mental health professional, documenting or analyzing the contents of conversation during a private counseling session or a group, joint, or family counseling session. To meet the definition, these notes must also be kept separate from the rest of the individual’s medical record. The Privacy Rule specifically excludes from the definition information pertaining to counseling session start and stop times, the modalities and frequencies of treatment furnished, results of clinical tests, medication prescription and monitoring, and any summary of the following items: diagnosis, functional status, the treatment plan, symptoms, prognosis, and progress to date. (Psychotherapy notes are similar to, but generally not the same as, “personal notes” as defined by a few states.)

Q: Is There Any Special Protection for Psychotherapy Notes Under the Privacy Rule?

A: Yes, the Privacy Rule provides a higher level of protection for psychotherapy notes than for other types of patient information. For example, in most situations you cannot release psychotherapy notes without the patient signing a detailed authorization form specifically for the release of psychotherapy notes. By contrast, in most states you could release the patient’s other records for most treatment and payment purposes without consent, or with just the patient’s signature on a simpler general consent form.

Q: Can My Patient’s Insurance Company Have Access to the Psychotherapy Notes Concerning My Patients? Can the Insurance Company Refuse Reimbursement If My Patient Does Not Authorize Their Release?

A: An insurance company cannot obtain psychotherapy notes without the patient's authorization. And the insurance company is not permitted to condition reimbursement on receipt of the patient's authorization for disclosure of psychotherapy notes.

Q: Am I Required to Keep Psychotherapy Notes?

A: No, the Privacy Rule does not require that you keep psychotherapy notes. It simply specifies heightened protection for psychotherapy notes in the event that a psychologist maintains them. Because of that protection, however, it may be advisable to keep psychotherapy notes and use them to protect sensitive information that is not specifically excluded from the psychotherapy notes definition (see Question 8 above).

Q: Do I Have to Get My Patient's Permission Before I Consult with Another Doctor About My Patient?

A: In certain circumstances, the Privacy Rule permits use and disclosure of protected health information without the patient's permission. For example, the Privacy Rule permits consultations between psychologists and other health care professionals without permission, because such consultations fall under the Rule's "treatment" exception. However, many states require that before releasing patient information for a consultation, a psychologist must have obtained the patient's generalized consent at the start of treatment. (Such state laws are not preempted by the Privacy Rule because they are more protective of privacy.) How the Privacy Rule interacts with your state's consent or authorization rules is an important issue covered in the HIPAA for Psychologists product.

Q: I Have Heard the Term "Business Associate" Used in Connection with the Privacy Rule. Who Is Considered a Business Associate, and What Do I Need to Know About Dealing with One?

A: For purposes of the Privacy Rule, business associates include organizations or persons other than a member of the psychologist's office staff who receive protected health information (see Question 5 above) from the psychologist to provide service to, or on behalf of, the psychologist. Examples of "business associates" are billing services, accountants, and attorneys. The Privacy Rule requires that psychologists have a "business associate contract" with any business associates with whom they share PHI. This contract assures that the business associate (who is not directly regulated by the Privacy Rule) will safeguard privacy. HIPAA for Psychologists contains a model business associate contract that you can use in your practice.

Q: Does the Privacy Rule Apply to Industrial/Organizational Psychologists Doing Employment Selection Assessment for Business, Even Though Some I/O Psychologists Do Not Involve Themselves in Psychotherapy or Payment for Health Care?

A: An I/O psychologist simply performing assessment for an employer for an employer's use typically would not need to comply with the Privacy Rule. However, an I/O psychologist or other psychologist performing services for an employer for which insurance reimbursement is sought, or which the employer (acting as a self-insurer) pays for, would have to make sure that the employer is complying with the Privacy Rule.

Q: Does the Privacy Rule Apply to Psychologists in the Military?

A: Military, veterans' affairs and CHAMPUS programs all fall under the definition of "health plan" in the rule. Therefore, the rule applies to the health services provided by these programs. The Secretaries of Veterans' Affairs and Defense are charged with working with the Department of Health and Human Services to apply the Privacy Rule requirements to their respective health programs. Psychologists in these programs should look to their central offices for guidance.

Q: What Is the Security Rule and Has the Final Security Rule Been Released Yet?

A: The Security Rule is one of three rules issued under HIPAA. (The others being the Privacy Rule, which is the primary focus of these FAQs, and the Transaction Rule, which requires standardized formatting of all electronic health care transactions in the health care system. It had an October 2002 compliance date, but psychologists who filed a timely extension form have until October 2003 to comply.) The Security Rule focuses on the physical and technical means of ensuring the privacy of patient information, e.g., locks on file drawers and computer and Internet security systems. The final security rule has not yet been released.

Q: How Can I Find Out More About the Privacy Rule and How to Comply with It?

A: The APA Practice Organization and the APA Insurance Trust have developed comprehensive resources for psychologists that will facilitate compliance with the Privacy Rule. The product, HIPAA for Psychologists, is competitively priced and is now available on the Portal. HIPAA for Psychologists includes:

- Information about how the Privacy Rule applies to psychological practice, how the Privacy Rule preempts and interacts with your state's privacy laws, and what you must do to prepare for the April 14, 2003 compliance deadline;
- The necessary state-specific forms that comply with both the Privacy Rule and relevant state law;
- Policies, procedures and other documents needed to comply with the Privacy Rule in your state;
- Four hours of CE credit from an APA-approved CE Sponsor; and
- A 5 percent premium discount for psychologists insured in the Trust-sponsored Professional Liability Insurance Program for taking the CE course.

In addition to the HIPAA Privacy, Security, and Enforcement Rules, the HIPAA Administrative Simplification Rule also includes the following rules and standards:

Transactions and Codes Set Standards

Transactions are activities involving the transfer of health care information for specific purposes. Under HIPAA, if a health plan or health care provider engages in one of the identified transactions, they must comply with the standard for it, which includes using a standard code set to identify diagnoses and procedures. The Standards for Electronic Transactions and Code Sets, published August 17, 2000 and since modified, adopted standards for several transactions, including claims and encounter information, payment and remittance advice, and claims status. Any health care provider that conducts a standard transaction also must comply with the Privacy Rule.

Identifier Standards for Employers and Providers

HIPAA requires that employers have standard national numbers that identify them on standard transactions. The Employer Identification Number (EIN), issued by the Internal Revenue Service (IRS), was selected as the identifier for employers and was adopted effective July 30, 2002.

HIPAA requires that health care providers have standard national numbers that identify them on standard transactions. The National Provider Identifier (NPI) is a unique identification number for covered health care providers. Covered health care providers and all health plans and health care clearinghouses use the NPIs in the administrative transactions adopted under HIPAA. The NPI is a 10-position, intelligence-free numeric identifier (10-digit number). This means that the numbers do not carry other information about healthcare providers, such as the state in which they live or their medical specialty.



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"This course was developed from the public domain document: HIPAA Privacy Rule and Sharing Information Related to Mental Health - U.S. Department of Health and Human Services."