

Washington State Tuberculosis Services and Standards Manual

Chapter 14: Confidentiality



DOH 343-229 May 2024



To request this document in another format, call 1-800-525-0127. Deaf or hard of hearing customers, please call 711 (Washington Relay) or email doh.information@doh.wa.gov.

Contact

Washington State Department of Health TB Program

Phone: 206-418-5500

Fax: 206-364-1060

tbservices@doh.wa.gov

Acknowledgements

In addition to the multiple resources and references in the **TB Services and Standards Manual** chapters the Washington State TB Program would like to thank the [Curry International TB Center](#) and the [Alaska State TB Program](#); this manual was adapted from these two resources. The TB Program Team was involved in the initial writing and editing of this manual between 2021 and 2023.

Table of Contents

About the Washington State Tuberculosis Services and Standards Manual.....	4
Purpose	4
Audience	4
Eliminating Stigmatizing Language	4
How to Use This Manual	5
Icons	5
CHAPTER14: Confidentiality.....	7
Introduction.....	7
Purpose	7
Policy	7
Health Insurance Portability and Accountability Act (HIPAA)	7
Centers for Disease Control and Prevention Guidance on HIPAA	7
Washington State Laws and Regulations Pertaining to HIPAA	8
Allowable charges for copies of medical records	9
Confidentiality of TB Patients	10
Tips and Tricks for Maintaining Confidentiality	11
Records Requests.....	12
Records Retention	12
Requirements for paper conversion to digital records.....	12
Transmission of confidential records or records with PHI/PPI	13
Policy	13
Email.....	13
Managed File Transfer (MFT)	13
Faxing (internet/e-fax and paper)	14
Telehealth and VDOT	16
Telemedicine/TeleHealth.....	16
VDOT	16
Public Records and Public Records Requests	17
Resources	18