

HIPAA DATA GUIDELINES

Protected Health Information (Identifiable Data)	Limited Data Set	Coded Date Sets	De-Identified Data Sets
<p>PHI includes all individually identifiable health information that is created or received by a LSUHSC or a Business Associate.</p> <p>The following are considered identifiers:</p> <ul style="list-style-type: none"> • Names • Addresses (<i>except state only</i>) • Dates (<i>except year only</i>) directly related in an individual • Age (<i>for anyone over 89</i>) • Telephone and fax numbers • Email addresses • Social Security Number (SSN) • Medical records number (MRN) • Health Insurance numbers • Account numbers • Certificate/license numbers • Vehicle identifiers • Device identifiers & serial numbers • URLs • IP addresses • Biometric identifiers • Full face photographs/videos • Any other unique identifying numbers <p>A Business Associates Agreement (BAA) and Data Use Agreement (DUA) is required when LSUHSC/Business Associate and any subcontractor will create, maintain, receive, access, or store PHI on behalf of the Covered Entity/Business Associate <i>prior</i> to use or disclosure of any PHI</p>	<p>A limited data set is stripped of certain direct identifiers specified in the privacy rule.</p> <p>Only the following may be included in a limited data set:</p> <ul style="list-style-type: none"> • Dates • City, state, zip code (no street address) • Age (<i>for anyone over 89</i>) • Any code or identifier not considered PHI <p>A limited data set may be disclosed to outside entities with patient authorization via informed consent or without patient authorization only if the following conditions are met:</p> <ul style="list-style-type: none"> • The purpose of the disclosure must be for research • The entity receiving the information must sign a Data Use Agreement or have an agreement/contract in place addressing data transfer <p>A Data Use Agreement (DUA) is required when LSUHSC/Business Associate and any subcontractor or third party will receive a limited data set <i>prior</i> to use or disclosure of the data set.</p>	<p>Data sets are considered “coded” when (1) identifiable information has been replaced with a number, letter, symbol, or any combination thereof and (2) a key to decipher the number, letter, symbol, or combination exists.</p> <p>The Privacy Rule permits LSUHSC/Business Associate to release data that has a random code without obtaining an Authorization and without further restrictions; however, LSUHSC cannot use or disclose the code to the third party and may not disclose its method of re-identifying the information to the third party.</p> <p>A Data Use Agreement (DUA) is required when LSUHSC/Business Associate and any subcontractor or third party will receive a coded data set <i>prior</i> to use or disclosure of the data set</p>	<p>A de-identified data set is stripped of all identifiers specified in the privacy rule.</p> <p>The Privacy Rule permits LSUHSC/Business Associate to release data that have been de-identified without obtaining an Authorization and without further restrictions upon use or disclosure because de-identified data is not PHI and, therefore, not subject to the Privacy Rule.</p> <p>A Data Use Agreement (DUA) is required when LSUHSC/Business Associate and any subcontractor or third party will receive a de-identified data set <i>prior</i> to use or disclosure of the data set</p>

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