

Policies and Procedures

Subject: Facility Maintenance or Repair

Policy Number: HIPAA 5.6

Effective Date: 10/13/05

Entity Responsible: Division of General Counsel

Revision Date: 1/18/2023

1. Purpose:

This policy requires that facility modification and repairs be logged, and that electronic protected health information (PHI) be protected from workers providing such maintenance or repair as required by the Health Insurance Portability and Accountability Act (HIPAA), as amended, and other relevant state and federal laws.

2. Policy:

2.1: Facility modifications and/or repairs must be logged to show the dates and times when workers are present in areas containing PHI. Logs must be maintained for a period of two years following the beginning of any facility maintenance or repair to an area that contains PHI.

2.2: Reasonable efforts must be made to assure that workers involved in facility repairs and or modifications are restricted from accessing PHI.

3. Procedure/ Responsibility:

3.1: Each Regional Mental Health Institute (RMHI) CEO must designate an employee responsible for ensuring that logs are completed and maintained and that workers involved in facility maintenance or repairs are restricted from access to PHI.

3.2: In TDMHSAS Central Office, the Assistant Commissioner of Administrative and Regulatory Services is responsible for ensuring that logs are completed and maintained that workers involved in facility maintenance or repairs are restricted from access to PHI.

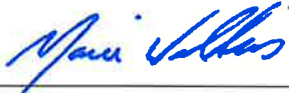
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4. Other Considerations:

4.1: Authority

45 CFR §§164.308, and 164.310.

Approved:



Commissioner

1-18-2023

Date