



DEPARTMENT OF HUMAN SERVICES
SENIORS & PEOPLE WITH DISABILITIES SERVICES
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AUTHORIZED BY: _____
Administrator

INFORMATION MEMORANDUM
SPD-IM-03-022
Date: February 28, 2003

TO: Area Agency on Aging Directors CHS SDA Managers
CHS/AAA Field Managers and Staff CHS SDA Assistant Managers
SPD Managers and Staff CHS Central Office Managers

SUBJECT: DHS HIPAA Forms

INFORMATION: Attached is an information sheet listing the DHS HIPAA forms with numbers and titles. Forms are being sent to field offices this week.

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Feb. 26, 2003

TO: All Field Staff

FR: DHS HIPAA HELP

RE: HOT NEWS!

This week, forms coordinators in your offices will be receiving the Oregon Department of Human Services Privacy Forms 2090 – 2099. Beginning March 31, 2003, these forms will become effective and will be used in your daily work. They support the nine new privacy policies the department has created, as required by the Health Insurance Portability and Accountability Act (HIPAA) federal law.

Two of these forms – DHS 2098 and 2099 – replace the DHS 2100, which is now obsolete. You should discard any versions you have or have created of the DHS 2100 and transition to the new forms by the March 31 deadline. DHS 2100's signed by clients prior to the March 31st deadline will remain valid until the expiration date indicated on the form. You will notice that these new forms have some similar language to the obsolete DHS 2100.

A complete list of the form numbers and names are:

DHS 2090 – DHS Notice of Privacy Practices

DHS 2091 – Privacy Program Statement of Understanding (Not mailed at this time.)

DHS 2092 – DHS Notice of Privacy Practices, Acknowledgement of Receipt (Not mailed at this time.)

DHS 2093 – Access to Records Request Form

DHS 2094 – Amendment of Health Record Request Form

DHS 2095 – Restriction of Use and Disclosures Request Form

DHS 2096 – Accounting of Disclosures Request Form

DHS 2097 – Disclosures of Protected Health Information

DHS 2098 – Authorization for Use and Disclosure of Non-Health Information

DHS 2099 – Authorization for Use and Disclosure of Health Information.

DHS 2090 is the “privacy notice” as required by HIPAA. Federal law states that the DHS Privacy Notice needs to be posted and made available to clients at all points of entry to the system. This should be posted in the lobby or reception area. All of the forms should be available for clients use at reception or in lobby areas.

These forms have had a thorough review by the department, partners, providers, and others. They have all passed legal sufficiency through the Oregon Department of Justice. Because of the legal issues involved, they should not be altered in any way.

The forms 2091 and 2092 were not sent to field offices at this time. Form 2091 will be will be distributed to DHS managers and supervisors. Form 2092 will not be necessary for field functions and will not be distributed to the field.

The department has written model procedures to help you in filling out these forms. All of the model procedures explain the steps involved in filling out and using the forms.

Policies, procedure models, and forms are available on the DHS HIPAA Web site at: www.dhs.state.or.us/admin/hipaa