

**County Of San Diego**  
**Health and Human Services Agency (HHSA)**

**SUBJECT: Client's Access to Protected Health Information**

**NO: HHSA-L-1**  
**PAGE: 1 of 1**  
**DATE: September 1, 2017**

**REFERENCE: Health Insurance Portability and Accountability Act; California Information Practices Act; various State Agreements.**

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**POLICY:** In compliance with State and federal laws and regulations, individuals shall be given the opportunity to access and obtain a copy of their Protected Health Information. The Agency Compliance Office shall establish procedures for handling requests from individuals to access or obtain copies of Protected Health Information.

**RESPONSIBILITIES:** Privacy laws and regulations such as the Health Insurance Portability and Accountability Act (HIPAA) and the California Information Practices Act (CIPA) outline requirements regarding the confidentiality of and client's rights regarding Protected Information. Many Agency Programs also have Agreements with the State of California that outline additional confidentiality parameters. Compliance with these regulations is addressed in a series of Agency policies and procedures maintained by the Agency Compliance Office.

**DEFINITIONS:** See HHSA Policy L-30 Privacy Definitions.

**PROCEDURES:** See related procedures and forms at [www.cosdcompliance.org](http://www.cosdcompliance.org).

**QUESTIONS:** HHSA Privacy Officer at 619-338-2808

Approved:   
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