

DATE: April 14, 2003

TO: Executive Staff
Managers
Program Supervisors
Authorized Administrative Manual Holders

FROM: Donald I. Habkirk, Jr.,
Executive Director

RE: **EXECUTIVE DIRECTIVE 4 / 2003**
MCCMH Staff Medical/Personal Health Information

Effective immediately, the following procedure should be used for the Intra-County/Office Mail of all information regarding the medical condition of any MCCMH staff person:

Seal the "Medical Information and Request for Leave" form, and other relevant documents, if applicable, in an envelope with the name and address of where it is to be delivered. Label the envelope "Confidential - Medical Records". Then place the envelope in the interoffice envelope addressed to the receiving party.

This procedure is to ensure that staff medical information/personal health information is protected. Please be aware that MCCMH staff medical information is personal health information which is protected from unnecessary disclosure under the Privacy Rules of the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

DIH:rsw

Please retain Executive Directive 4 / 2003 in your Administrative Manual following Divider "A".