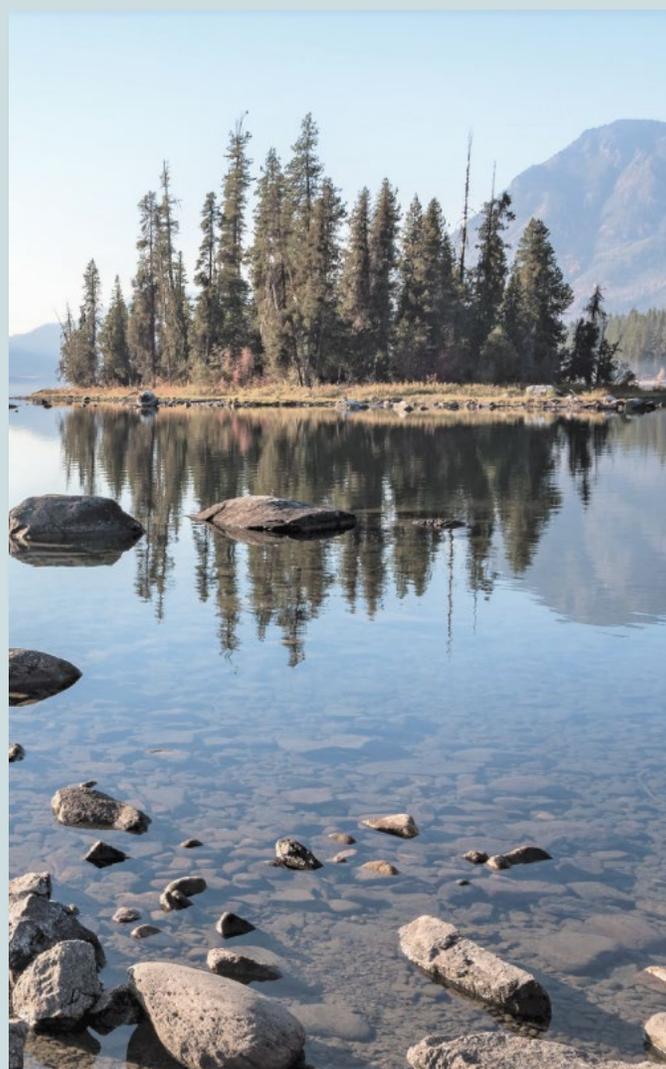


# Washington State Tuberculosis Services and Standards Manual

## Chapter 14: Confidentiality



DOH 343-229 January 2025



To request this document in another format, call 1-800-525-0127. Deaf or hard of hearing customers, please call 711 (Washington Relay) or email [doh.information@doh.wa.gov](mailto:doh.information@doh.wa.gov).

## **Contact**

Washington State Department of Health TB Program

Phone: 206-418-5500

Fax: 206-364-1060

[tbservices@doh.wa.gov](mailto:tbservices@doh.wa.gov)

## **Acknowledgements**

In addition to the multiple resources and references in the **TB Services and Standards Manual** chapters the Washington State TB Program would like to thank the [Curry International TB Center](#) and the [Alaska State TB Program](#); this manual was adapted from these two resources. The TB Program Team was involved in the initial writing and editing of this manual between 2021 and 2024.

## Table of Contents

<b>About the Washington State Tuberculosis Services and Standards Manual .....</b>	<b>4</b>
<b>Purpose .....</b>	<b>4</b>
<b>Audience .....</b>	<b>4</b>
<b>Eliminating Stigmatizing Language.....</b>	<b>4</b>
<b>How to Use This Manual .....</b>	<b>5</b>
<b>Icons.....</b>	<b>5</b>
<b>CHAPTER 14: Confidentiality.....</b>	<b>7</b>
<b>Introduction .....</b>	<b>7</b>
Purpose .....	7
Policy .....	7
<b>Health Insurance Portability and Accountability Act (HIPAA) .....</b>	<b>7</b>
Centers for Disease Control and Prevention Guidance on HIPAA .....	7
Washington State Laws and Regulations Pertaining to HIPAA .....	8
Allowable charges for copies of medical records .....	9
<b>Confidentiality of TB Patients .....</b>	<b>10</b>
Tips and Tricks for Maintaining Confidentiality .....	11
<b>Records Requests.....</b>	<b>12</b>
<b>Records Retention.....</b>	<b>12</b>
<b>Requirements for paper conversion to digital records .....</b>	<b>12</b>
<b>Transmission of confidential records or records with PHI/PPI .....</b>	<b>13</b>
Policy .....	13
<i>Email.....</i>	<i>13</i>
<i>Managed File Transfer (MFT).....</i>	<i>13</i>
<i>Faxing (internet/e-fax and paper).....</i>	<i>14</i>
<b>Telehealth and VDOT .....</b>	<b>16</b>
Telemedicine/TeleHealth.....	16
VDOT .....	16
<b>Public Records and Public Records Requests .....</b>	<b>17</b>
<b>Resources .....</b>	<b>18</b>