

MEMORANDUM
Texas Department of Human Services

TO: Long Term Care-Regulatory
Regional Directors and State Office Managers

FROM: Jeanoyce Wilson, Unit Manager
Long Term Care-Regulatory Policy
State Office MC: W-519

SUBJECT: Regional Survey & Certification Letter #03-03

DATE: April 3, 2003

The attached Centers for Medicare and Medicaid Services (CMS), Regional Survey and Certification (RS&C) Letter is being provided to you for information purposes and should be shared with all professional staff.

- RS&C Letter No. 03-03 – Protecting Personal Health Information in our Survey and Certification Files

For questions related to survey and certification files that contain personal health information, please contact Charline Stowers, LTC-R Customer Services Section Manager at (512) 438-2633. For questions related to sanctions documents, please contact an Enforcement Coordinator in the LTC-R Sanctions Unit at (512) 438-2626.

[signature on file]

Jeanoyce Wilson

JW:cos

Attachment

c: Evelyn Delgado, E-340
Paul Leche, W-615
Merrie Duflot, W-404
Regional Administrators



DEPARTMENT OF HEALTH & HUMAN SERVICES
Centers for Medicare & Medicaid Services
Division of Survey and Certification, Region VI

1301 Young Street, Room 827
Dallas, Texas 75202
Phone (214) 767-6301
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February 20, 2003

REGIONAL SURVEY AND CERTIFICATION LETTER NO. 03-03

To: State Directors
State Survey Agencies

Subject: Protecting Personal Health Information in our Survey and Certification Files

As you know, the Centers for Medicare and Medicaid Services must be in compliance with the Health Insurance Portability and Accountability Act (HIPAA) of 1996 by April 14, 2003. To that end, we have been reviewing how we store our survey and certification files that contain personal health information (e.g., complaint surveys that contain medical records).

Our review has revealed that we are often receiving medical records that do not pertain to the specific deficient practices cited. Thus, we are asking that the State Agencies only forward appropriate and applicable portions of the medical records of patients cited in the CMS-2567. This will assist us in our on going effort to become HIPAA compliant, as well as to reduce the bulk of unnecessary archives, which in turn will expedite the process of purging disposable files. Ultimately, we might even save a few trees.

We thank you in advance for your cooperation. If you have any questions please contact me at (214) 767-2091.

Sincerely yours,

Molly Crawshaw, Chief
Survey and Certification Operations Branch

cc:
Central Office

