

Department of Health & Human Services  
Bemidji Area Indian Health Service  
Bemidji, Minnesota

Bemidji Area Indian Health Service Circular No. 03-02

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BEMIDJI AREA - RELEASING SOCIAL SECURITY NUMBERS FROM THE MEDICAL RECORD

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1. Purpose
2. Background
3. Policy
4. Responsibilities
5. Procedures

1. Purpose

The purpose of this circular is to establish a policy and procedure for releasing social security numbers from the medical record.

2. Background

Social security numbers are collected to specifically identify patients, reduce the number of duplicate charts maintained on patients, improve patient and health program management, and assist with the third party billing process.

3. Policy


It is the policy of the Bemidji Area Indian Health Service to provide only a patient's medical information for purposes of providing treatment and third party reimbursement; therefore, social security numbers should not be released from the medical record.

4. Responsibilities

It is the responsibility of IHS Medical Records staff to ensure compliance with the policies and procedures established in this Circular.

5. Procedures

- A. Requests for social security numbers will be directed to the Medical Records department.
- B. Medical Records staff will advise the requestor that requests for social security numbers are not honored. Medical Record staff may explain that it is the policy of the IHS to protect the privacy of its patients and that only medical information (with consent from the patient) is to be released from the record.

  
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