

## Catawba County Emergency Medical Services

### Minimum Necessary Requirements

Each employee shall be granted access to the emsCharts Patient Care Reporting System. Those employees will be granted access to certain Protected Health Information based on their function within Catawba County EMS.

- Field personnel entering information documenting an ambulance call shall be granted the access needed to complete this task, edit their information, and view that information.
  - Training Committee Members will be granted access to Protected Health Information for the use of quality assurance and investigation as well as for those reasons listed for field personnel.
  - Management Team Members will be granted access to Protected Health Information for the use of investigation of a complaint, billing questions from the billing office, and other health care operations. Access will also be granted for the reasons listed for field personnel and chief trainers and field training officers.
  - Other access may be granted as needed when deemed necessary by the Administration of Catawba County EMS.
- All Protected Health Information will be maintained by the Catawba County PCR system or emsCharts Patient Care Reporting System. The Specialty Services Coordinator will maintain hard copies of signature forms at the EMS Administrative offices in Newton.
  - All employees of Catawba County EMS will be required to attend continuing education to inform them of Catawba County EMS policies relating to HIPAA compliance.