## Are you following the Minimum Necessary Rule?

**What is Minimum Necessary?**

The minimum necessary standard, a key protection of the HIPAA Privacy Rule, is based on the current practice that protected health information (PHI) should not be used or disclosed when it is not necessary to satisfy a particular purpose or carry out a function. The minimum necessary standard requires that Banner evaluate their practices and enhance safeguards as needed to limit unnecessary or inappropriate access to and disclosure of PHI. The Privacy Rule generally requires covered entities to take reasonable steps to limit the use or disclosure of, and requests for, PHI to the minimum necessary to accomplish the intended purpose.

**BY LIMITING PHI ACCESS TO THE SMALLEST NUMBER OF PEOPLE POSSIBLE, THE LIKELIHOOD OF A BREACH OR HIPAA VIOLATION DECREASES SIGNIFICANTLY**

**5 Minimum Necessary Tips**

1. Limit the PHI provided to only what is absolutely needed to accomplish the purpose for which the request was made. For example, if you are doing an approved QI project that includes PHI, do you need to access, collect, and/or disclose the patient’s name, MRN, DOB, date of service, etc. or just MRN and date of service?
2. PHI should only be accessed or shared on a need-to-know basis.
3. Never share your passwords/credentials. This is against policy for many reasons, in this case, you may have higher/lower access privileges than another employee.
4. Limit the recipients, to which you provide PHI, as appropriate.
5. If there are any questions or concerns please review Policy#408 and/or reach out to the Banner Privacy Office.

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