



**Policy Name: Emergency Medical Services Confidentiality Policy**  
**Policy Number: 10.1-041613**

**PURPOSE:** To safeguard any confidential information relating to an individual or EMS agency that is reported to the WVOEMS.

**POLICY:** The West Virginia Office of Emergency Medical Services (WVOEMS) maintains confidential information including, but not limited to, Protected Health Information (PHI), financial information, social security numbers, home addresses, passwords and other Personally Identifiable Information (PII). Federal laws including, but not limited to, the Health Insurance Portability and Accountability Act (HIPPA), the Privacy Act of 1974, and State law require the safeguarding of certain confidential information.

Confidential Information includes all information designated confidential by law, rule, policy or procedure and includes, but is not limited to, passwords, client names, trade secrets, applications, declarations, audits, investigations, records, reports, demography, medical and finances. Information is defined as confidential when it is protected by statute or when the release of such information constitutes an unreasonable invasion of privacy, unless public interest requires disclosure.

Personally Identifiable Information, or PII, is information that identifies, or can be used to identify, locate, contact, or impersonate a particular individual. Examples include an email address, physical address, personal phone number, social security number, date of birth, driver's license number, and any criminal records and history.

The West Virginia Office of Emergency Medical Services shall not disclose to anyone, directly or indirectly, any such Confidential Information unless the individual who is the subject of the Confidential Information consents to the disclosure in writing or the disclosure is made pursuant to Policy. Furthermore, WVOEMS shall protect Confidential Information from unauthorized collection, use, access, transfer, sale, disclosure or alteration whether accidental or intentional and shall take necessary precautions to secure such Confidential Information to the highest extent possible.

Effective Date: April 1, 2013

Approved: *Mark Spaul*