

(Rev. 77, Issued: 10-28-05, Effective Date: 10-28-05)

General Rule

For any medical records or other health and enrollment information it maintains with respect to enrollees, a *Medicare cost plan* must establish procedures to do the following:

- Abide by all Federal and state laws regarding confidentiality and disclosure of medical records, or other health and enrollment information. The *Medicare cost plan* must safeguard the privacy of any information that identifies a particular enrollee and have procedures that specify:
 - For what purposes the information will be used within the organization and
 - To whom and for what purposes it will disclose the information outside the organization;
- Ensure that medical information is released only in accordance with applicable Federal or state law, or pursuant to court orders or subpoenas;
- Maintain the records and information in an accurate and timely manner; and
- Ensure timely access by enrollees to the records and information that pertains to them.

