

Manual: Health Education	
Section/Title: Community Health/Public Access To Community Health Data Policy	
Approval/Date:	Signatures/Titles

Policy: The public shall have free and ready access to data describing the health status of Moore County residents, with the exception of information that can not be released due to confidentiality purposes and the Health Insurance Portability and Accountability Act (HIPAA).

Purpose: To describe health status in Moore County by providing data on: 1) vital statistics, 2) public health programs and services, 3) health, the environment and other factors that impact public health.

Data can be used to:

- Assess and prioritize community health needs
- Develop and evaluate public health interventions
- Determine opportunities for collaborations, funding, and research

Definitions: NA

Applicable Law, Rules and References: NA

Responsible Persons: This policy applies to all employees of the Health Department

Procedures:

1. MCHD will post this policy and procedures on its website.
2. The MCHD website will provide links to websites managed by reliable organizations that provide health related information and data, and data specific to the county including the Community Health Assessment and State of the County Health Reports.
3. MCHD will compile data on department services and programs annually into a report that is posted on the MCHD website.
4. Requests for data received through the department website email, over the telephone or in writing will be handled by the department public information officer (PIO) with input from the Health Director, Incident Commander and/or appropriate management team members as warranted.
5. Written requests for information should include:
 - a. the information being requested;
 - b. the timeline of when the information is needed; and
 - c. the requestor's name, mailing address and daytime telephone number.

Responses to requests will be fulfilled within two weeks of receiving the request.

Requests should be mailed to:
 Moore County Health Department
 Public Information Officer
 Post Office Box 279
 Carthage, NC 28327

Version:	Date:	Comments
A	6/29/2012	Original
B		
Annual Review		6/2013; 6/2014; 6/2015; 6/2016

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** Requests that seek the name, address, or other identifying patient information will not be honored.

Reference Plans and Policies:

MCHD Website Administration Policy

MCHD Requests for Information Policy

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Change History:

Version:	Date:	Comments
A	05/09/2011	Original Document
Annual Review		6/2013; 6/2014; 6/2015; 6/2016