



Title	BPHE Patient Privacy Policy
Number	BPHE-ADM-35_09.01.2025
Date Effective	September 1, 2025
Date Last Updated	September 1, 2025
Next Review On	December 1, 2026
Author	Deb Federspiel and Courtney Thiemann
Director Approval	 <hr/> Signature _9/1/2025 Date

Section I. Purpose:

To protect the privacy of patients and individuals accessing services from Broomfield Public Health and Environment.

Section II. Scope:

This policy applies to all Broomfield Public Health and Environment (BPHE) staff. BPHE supervisors are responsible for monitoring and enforcing the policy.

Section III. Policy:

- A. Broomfield Public Health and Environment (BPHE) collects individually identifiable health information on the individuals that are served in our health clinics. This data is protected as confidential by federal and state laws. BPHE will only release patient data or allow law enforcement access to restricted areas of Public Health facilities pursuant to federal, state or local law and following BPHE procedures. BPHE procedures require that all requests for data or access go to the Public Health Director, or their designee, for review and a final decision, unless the request is being made by the patient themselves or their parent, legal guardian, or legally designated medical representative. Public Health procedures permit the release of patient data



as allowed or required by law. Public Health procedures permit access to restricted areas as mandated by a valid Court order or by the discretion of the Director of Public Health or their designee. The Director of Public Health or their designee is the designated employee for any release of data or access to restricted areas.

Section IV. Procedures:

- A. Request for Patient Information or Access to Patient Areas - [Staff Procedures](#)
- B. Request for Patient Information or Access to Patient Areas - [Director \(or Designee\) Procedures](#)
- C. Requests for Medical Records must be made through the appropriate clinic:
 - a. [Immunization Records Request](#) or through the [CIIS Public Portal](#)
 - b. [Reproductive Health Records Request](#)
 - c. [Vital Records Birth/Death Eligibility](#) requested through a [birth application](#) or [death application](#) submitted to the [Broomfield Vital Records office](#)
- D. Training
 - a. All BPHE staff should complete during onboarding
 - i. [Confidentiality Statement](#)
 - ii. Managers/supervisors shall review privacy settings on any documents containing confidential or protected information and ensure staff are trained on the importance of maintaining those settings.
 - b. All BPHE staff shall complete during onboarding and as part of annual training:
 - i. Review of this privacy policy
 - ii. Review of [HIPAA policy](#)

Applicable References and/or Regulations	Link
SB25-276: Preventing Violation of Civil Rights Based on Immigration Status	https://leg.colorado.gov/sites/default/files/2025a_276_signed.pdf

Revision (if substantial per process owner)	Date



PUBLIC HEALTH AND ENVIRONMENT

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Authorized Partner/Collaborator	Date
City & County Attorney's Office	08.29.2025