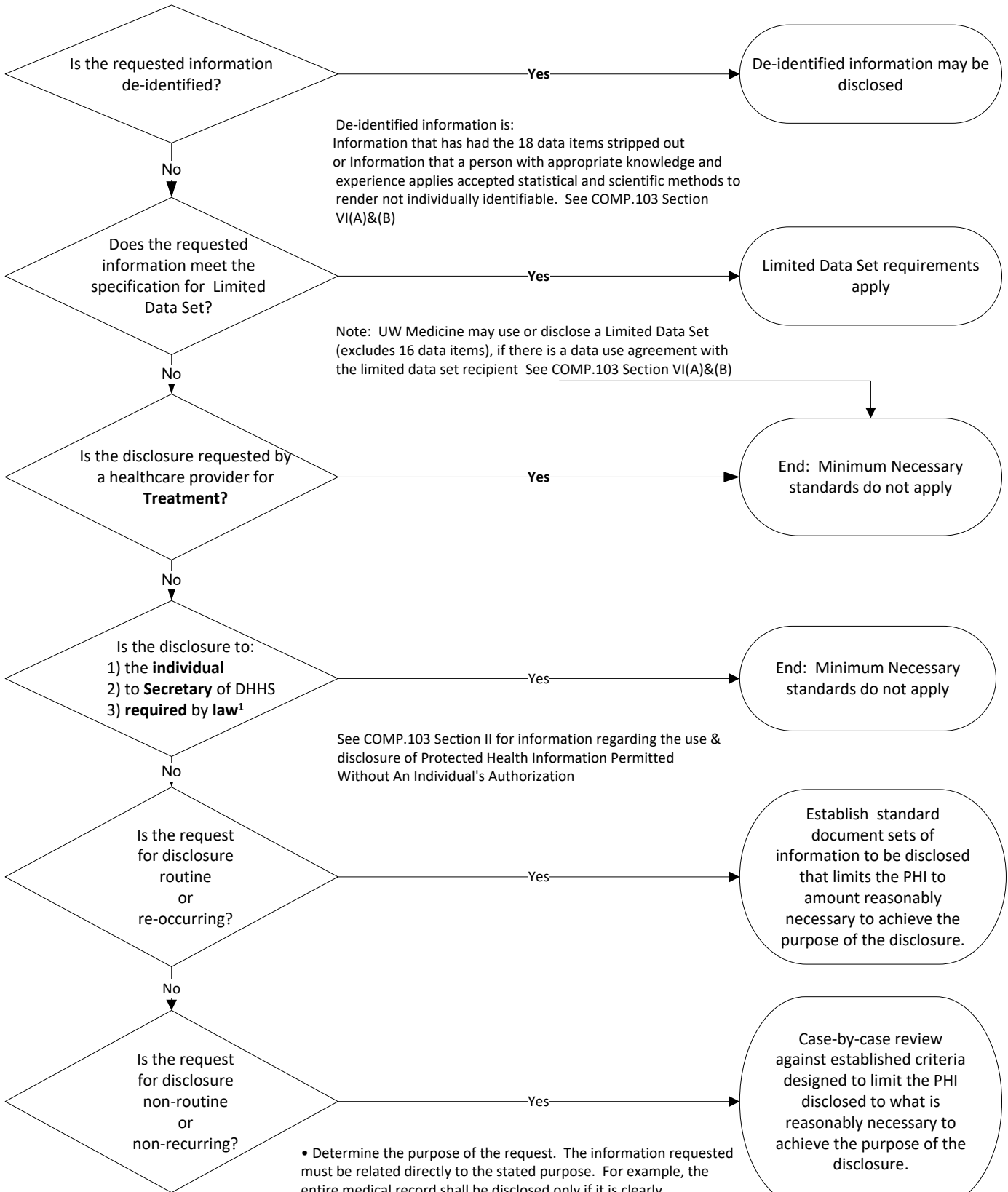


'Minimum Necessary' Disclosure Decision Tree



- Determine the purpose of the request. The information requested must be related directly to the stated purpose. For example, the entire medical record shall be disclosed only if it is clearly demonstrated that each part of the medical record is related to the reason the request is being made.
- Identify and request the data elements required to fulfill the purpose of the request. To the extent possible, the request should be specific both as to the documents being requested and the applicable time period.
- Verify that the minimum amount of data necessary to complete the request has been requested and that purpose could not be achieved by requesting deidentified information.