

LOS ANGELES COUNTY DEPARTMENT OF MENTAL HEALTH

Telemental Health Services

ATTESTATION

I _____, am attesting that I have received, read, and understand Policy and Procedures as they relate to providing Telemental Health services ([Los Angeles County Board of Supervisors Policy 9.090, Telework Policy](#); [DMH Policy 308.01, Telemental Health Services](#); and [DMH Policy 603.07 Telecommuting](#)).

I hereby attest that I will additionally comply with the following when providing Telemental Health services, to the extent applicable:

- _____ 1. DMH Telemental Health practitioners shall ensure privacy so clinical discussion cannot be overheard by others outside of the room where the service is provided. DMH Telemental Health provider must designate a specific work area at home that is suitable for performing telehealth to clients. The employee must ensure that his/her home workspace is in a designated area that provides full privacy and meets all requirements under privacy policies and all other pertinent policies related to the safety and privacy of the client information, including [DMH Policy 508.02, Confidentiality](#).
- _____ 2. Inquiry and/or release of client information must be in compliance with all relevant DMH policies ([DMH Policy 500.01, Use and Disclosure of Protected Health Information Requiring Authorization](#); [DMH Policy 500.02, Uses and Disclosures of Protected Health Information Not Requiring an Authorization](#); and [DMH Policy 500.03, Minimum Necessary Requirements for Using and Disclosing Protected Health Information](#)).
- _____ 3. DMH Telemental Health practitioners are not permitted to copy, export, download, store, save, print screen, photograph, video-graph displayed information from the AVATAR System without prior written authorization from a DMH Departmental Privacy and Security Officer unless the action listed above is an approved part of conducting business as defined by the user's role. ([DMH Policy 550.04, Access to Integrated Behavioral Health Information System Using AVATAR Electronic Health Record System](#), Section 4.10)
- _____ 4. DMH Telemental Health practitioners are permitted to use or print paper documents containing PHI only as an approved part of business as defined by the user's role. Paper documents containing protected health information must be appropriately stored or transported in accordance with [DMH Policy 508.01, Safeguards for Protected Health Information](#). Electronic documents containing PHI must be encrypted prior to storage or transportation.
- _____ 5. DMH Telemental Health practitioners authorized to provide Telemental Health services from a "Home Office" must use CIOB approved and issued videoconferencing equipment when conducting Telemental Health. The use of non-DMH equipment or personally owned devices for Telemental Health services is strictly prohibited. DMH practitioners must care for, secure, safeguard, and maintain County property, and adhere to any special instructions set by the Department for use, security, or maintenance of the property.

I hereby certify that I have read and understand the above and agree to adhere to all the above.

Date: _____ Employee Number: _____

Employee Name (Print): _____ Employee Signature: _____

Supervisor Name (Print): _____ Supervisor Signature: _____