

POLICY & PROCEDURE



TITLE: HIPAA Document Retention				
Scope/Purpose: Organizational Requirements				
Division/Department: All HealthPOiNT Clinics and Departments			Policy/Procedure #: 1.4	
Original Date: 01/03/2012			<input type="checkbox"/> New <input checked="" type="checkbox"/> Replacement for: Same	
Date Reviewed:	Date Revised:	Implementation:	CPIC Approved:	Board Approved:
	07/25/2015	January 27, 2016	January 27, 2016	
Responsible Party: Director of Compliance/QA; HIPAA Privacy Officer; HIPAA Security Officer				

DEFINITIONS:

N/A

POLICY:

HealthPoint will maintain documentation demonstrating its compliance with the Privacy and Security Standards of HIPAA as well as the HITECH Act. Documents will be retained **six years** from the date of its creation or the date when it last was in effect, whichever is greater.

PROCEDURE:

HealthPoint will maintain documentation demonstrating HealthPoint’s compliance with the Privacy and Security Standards of HIPAA and with the 2009 HITECH Act.

HealthPoint shall document and retain, but not limited to, the following list:

1. Policies and procedures developed to comply with the Security and Privacy Standards;
2. Policies and Procedures developed to comply with the HITECH Act;
3. Documentation of hybrid entity status or affiliated covered entity status;
4. Business associate agreements;
5. Amendment(s) of plan documents of the group health plan;
6. Documents concerning results of the risk analyses;
7. Contingency plans;
8. Documentation of security incidents and response(s) thereto;
9. Facility security plan;
10. Documentation of repairs and modifications to physical security systems; and
11. Records of receipt, transfer and removal of devices and media

RELATED POLICY:

Facility Security Plan
Business Associate Agreements

REFERENCES:

45 C.F.R.164.316 (b)
§164.316(b)(22)(i)

REQUIRED BY:

HIPAA Privacy and Security Rules
2009 HITECH Act

ATTACHMENTS/ENCLOSURES:

POLICY/PROCEDURE TRACKING FORM

TITLE: HIPAA Document Retention				
Scope/Purpose: Organizational Requirements				
Division/Department: All HealthPoint Clinics			Policy/Procedure #:	
Original Date: 01/03/12			<input type="checkbox"/> New <input checked="" type="checkbox"/> Replacement for:	
Date Reviewed:	Date Revised:	Implementation:	CPIC Approved:	Board Approved:
	07/25/2015	January 27, 2016	January 27, 2016	
Date of Revision		Description of Changes		
07/25/2015		Updated format; clarified language		