

POLICY & PROCEDURE



TITLE: HIPAA - Maintenance of Policy and Procedures				
Scope/Purpose: Organizational Requirements (OR)				
Division/Department: All HealthPOiNT Clinics			Policy/Procedure #: 1.3	
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:
	07/28/2015	January 27, 2016	January 27, 2016	
Responsible Party: CIO; Director of Compliance/QA, HIPAA Security Officer, HIPAA Privacy Officer				

DEFINITIONS:

N/A

POLICY:

HealthPoint will implement and maintain written policies and procedures to comply with the HIPAA Privacy and Security Standards as well as the HITECH ACT.

PROCEDURE:

1. HealthPoint will implement policies and procedures describing the administrative, physical, and technical safeguards adopted by HealthPoint to comply with the HIPAA Privacy and Security Standards as well as the HITECH ACT.
2. HealthPoint will review its policies and procedures on an on-going basis to ensure that they continue to provide reasonable and appropriate privacy and security for electronic protected health information. Review will be conducted as often as deemed necessary, and also when any of the following occur:
 - a. A significant change in the information system or operating environment of HealthPoint
 - b. A significant change in information security technology
 - c. A material modification to the HIPAA Privacy and Security Standards
 - d. A material modification of the HITECH Act Standards
 - e. The issuance of guidance by the Department of Health and Human Services
 - f. In response to a security incident, breach or near miss situation.

RELATED POLICY:

Development and Management of Policies and Procedures

REFERENCES:

45C.F.R. 164.316 (a)

REQUIRED BY:

HIPAA Privacy & Security Rules

HITECH Act

ATTACHMENTS/ENCLOSURES:

POLICY/PROCEDURE TRACKING FORM

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Date of Revision		Description of Changes		
07/28/2015		Updated format		