

HIPAA
POLICIES AND PROCEDURES MANUAL
For
The Rehab Center and
Health & Rehabilitation Psychologists of Charlotte, P.A.

This document outlines the policies and procedures of The Rehab Center, Inc. and Health & Rehabilitation Psychologists of Charlotte, P.A. (hereafter, "The Rehab Center") associated with implementation of the Health Insurance Portability and Accountability Act ("HIPAA"), including the Privacy Rule (45 C.F.R. parts 160 and 164).

Since the large majority of clients of The Rehab Center are evaluated and treated for Workers' Compensation purposes, HIPAA often does not apply, for example, to disclosures of Protected Health Information (hereafter, "PHI") per North Carolina laws requiring disclosure of findings to the employer and its agents. Nonetheless, The Rehab Center endorses the general concepts of the Privacy Rule and maintains an awareness of confidentiality issues in all matters related to its clients.

Use and Disclosure of PHI

The Rehab Center does not use or disclose PHI in ways that would be in violation of the Privacy Rule or North Carolina law, and uses and discloses PHI as permitted by the Privacy Rule and in accordance with state or other law.

Under the Privacy Rule, The Rehab Center is permitted, but not mandated, to use and disclose PHI without patient consent or authorization in limited circumstances.

Under the Privacy Rule, these permitted uses and disclosures include those made:

- To the patient
- As authorized by the patient
- For treatment, payment, or health care operations purposes (hereafter "TPO")
 - "Treatment" means the provision, coordination, and management of health care and related services by one or more health care providers, including the coordination or management of health care by a health care provider with a third party; consultation between health care providers relating to a patient; or the referral of a patient for health care from one health care provider to another.
 - "Payment" includes billing, obtaining third party reimbursement, claims management, collection activities, determining eligibility or coverage, coordination of benefits, adjudication of health claims, utilization review, and certain disclosures to consumer reporting agencies.
 - "Health care operations" are activities that relate to the performance or operation of the office. Health care operations include, but are not limited to quality assessment and improvement, peer review, accreditation, licensing, credentialing, obtaining legal or auditing services, business planning, and other administrative and management functions of a covered entity.

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RC Schank



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Table of Contents Hipaa Policies And Procedures Manual 2013

1. Understanding the eBook Hipaa Policies And Procedures Manual 2013
 - The Rise of Digital Reading Hipaa Policies And Procedures Manual 2013
 - Advantages of eBooks Over Traditional Books
2. Identifying Hipaa Policies And Procedures Manual 2013
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Hipaa Policies And Procedures Manual 2013
 - User-Friendly Interface
4. Exploring eBook Recommendations from Hipaa Policies And Procedures Manual 2013
 - Personalized Recommendations
 - Hipaa Policies And Procedures Manual 2013 User Reviews and Ratings

- Hipaa Policies And Procedures Manual 2013 and Bestseller Lists
- 5. Accessing Hipaa Policies And Procedures Manual 2013 Free and Paid eBooks
 - Hipaa Policies And Procedures Manual 2013 Public Domain eBooks
 - Hipaa Policies And Procedures Manual 2013 eBook Subscription Services
 - Hipaa Policies And Procedures Manual 2013 Budget-Friendly Options
- 6. Navigating Hipaa Policies And Procedures Manual 2013 eBook Formats
 - ePub, PDF, MOBI, and More
 - Hipaa Policies And Procedures Manual 2013 Compatibility with Devices
 - Hipaa Policies And Procedures Manual 2013 Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Hipaa Policies And Procedures Manual 2013
 - Highlighting and Note-Taking Hipaa Policies And Procedures Manual 2013
 - Interactive Elements Hipaa Policies And Procedures Manual 2013
- 8. Staying Engaged with Hipaa Policies And Procedures Manual 2013
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Hipaa Policies And Procedures Manual 2013
- 9. Balancing eBooks and Physical Books Hipaa Policies And Procedures Manual 2013
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Hipaa Policies And Procedures Manual 2013
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Hipaa Policies And Procedures Manual 2013
 - Setting Reading Goals Hipaa Policies And Procedures Manual 2013
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Hipaa Policies And Procedures Manual 2013
 - Fact-Checking eBook Content of Hipaa Policies And Procedures Manual 2013
 - Distinguishing Credible Sources

13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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