HIPAA Compliance Policy

1. Purpose

This HIPAA Compliance Policy is designed to ensure that Northtown Medical Services adheres to the requirements of the Health Insurance Portability and Accountability Act (HIPAA) of1996 and the subsequent amendments, including the Health Information Technology for Economic and Clinical Health (HITECH) Act. It aims to protect the privacy and security of Protected Health Information (PHI) and ensure compliance with all relevant federal regulations.

2. Scope

This policy applies to all employees, contractors, and business associates of Northtown Medical Services with access to PHI or Personal Health Records (PHR) within our system. This includes all administrative, clinical, and support staff.

3. Definitions

Protected Health Information (PHI): Any information, whether oral or recorded in any form, thatrelates to the health, provision of health care, or payment for health care that can be linked toan individual.

Electronic Protected Health Information (ePHI): PHI transmitted by electronic media ormaintained in electronic media.

Business Associate: A person or entity, not a workforce member, who performs functions or activities on behalf of or provides certain services to a covered entity that involves the use or disclosure of PHI.

4. Privacy practices

Northtown Medical Services is committed to maintaining the privacy of PHI. This involves providing notice of our legal duties and privacy practices concerning PHI, including:

- Use and disclosure of PHI for treatment, payment, and health care operations.
- Individuals have the right to understand and control how their PHI is used.
- Obligations to protect the privacy of PHI.

5. Security measures

To protect ePHI, Northtown Medical Services implements the following security measures:

- **Administrative safeguards**: Policies and procedures designed to clearly show how the entity will comply with the act. These include:

- Allow ePHI access only to those granted access rights
- Established rules & training of staff for how workstation and devices can be used
- Monitoring access times and dates, regular auditing

Hipaa Breach Policy Update

Leighton Johnson

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