



*Our mission is to reunite people
living with physical disabilities
with the community.*

POLICY: **HIPAA COMPLIANCE**

EFFECTIVE: **August 2011**

PURPOSE: Wheels of Progress Inc. will provide each participant with privacy and security in regards to their medical / financial / emotional status and ensure compliance with all HIPAA regulations.

Privacy Requirements: The privacy requirements limit the release of patient protected health information (PHI) without the Participant's knowledge and consent beyond that required for patient care. Patient's personal information must be more securely guarded and more carefully handled when conducting the business of health care. Service Coordination must maintain a high level of gatekeeping for all waiver services approved and provided by other providers.

Security Requirements: The security regulation will assist in preventing unauthorized access to protected health care information.

1. Participants' privacy and security will be protected.
2. Participants will be assured that no information will be released without his / her written consent.
3. Participants will decide who is to receive information from Wheels of Progress Inc regarding their medical record.

PROCESS:

1. Service Coordinator will educate participants on admission to Wheels of Progress how information is used including documentation and use of the electronic record.
2. Participants will be instructed on the procedure to follow in contacting Wheels of Progress Inc, if they have concerns regarding their privacy or security of information.
3. Participants service coordination records are kept in secure locked cabinets. Field Devices are kept in secure locations and access is prohibited except through secured password protection.
4. Participants medical, emotional or financial status will not be discussed among staff, other than need to know basis.

5. Service Coordinator will provide Participants with Release of Information Consent Forms when requests are received for Participant information.
6. Service Coordinator will explain the Release of Information and the rights participant's have in releasing information.
7. Service Coordinator will keep a copy of signed Release of Information in individual charts.