

THE JULIAN CENTER HIPAA POLICIES & PROCEDURES

DOCUMENT TITLE: *Policies and Procedures*

EFFECTIVE DATE: *April 14, 2003*

POLICY

The Julian Center must implement privacy policies and procedures with respect to protected health information (PHI) designed to comply with the standards, implementation specifications, or other requirements of the Privacy Rule. The policies and procedures must be reasonably designed to ensure compliance. Where State law is more stringent than the Privacy Rule, the State law will take precedence.

DEFINITIONS

Protected Health Information (PHI) means individually identifiable information relating to past, present or future physical or mental health or condition of an individual, provision of health care to an individual, or the past, present or future payment for health care provided to an individual.

Privacy Rule or Privacy Regulations means the Standard for Privacy of Individually Identifiable Health Information issued by the Department of Health and Human Services (65 Fed. Reg. 82462 et seq. (December 28, 2000) and 67 Fed. Reg. 53182 et seq. (August 14, 2002)), as may be amended from time to time.

PROCEDURE

1. The Julian Center must change its policies and procedures as necessary to comply with changes in the regulations. Whenever there is a change in law that necessitates a change to our policies and procedures, we must document and implement the revised policy or procedure; if the change materially affects the content of the Notice of Privacy Practices, The Julian Center must make appropriate revisions to the notice accordingly.
2. When The Julian Center changes its privacy practices as stated in its Notice of Privacy Practices, changes will not affect PHI created or received prior to the effective date of the changes.
3. The Julian Center may change policies and procedures that do not materially affect the content of the Notice of Privacy Practices provided that the revised policies and procedures comply with the regulations and are properly documented.