HIPAA Policy, Procedure and Forms Manual Table of Contents

ACCOUNTING OF DISCLOSURES OF HEALTH INFORMATION	
Policy	**5.5.1**
Procedure	**5.5.2**
Request for Accounting of Disclosures Form	**5.5.3**
Accounting of Disclosures of PHI Form	**5.5.4**
ALTERNATIVE COMMUNICATION OF HEALTH INFORMATION	
Policy	**5.2.1**
Procedure	**5.2.2**
ASSIGNMENT OF ACCESS PRIVILEGES	
Policy	**3.2.1**
Procedure	**3.2.2**
ASSIGNMENT OF SECURITY RESPONSIBILITY	
Policy	**8.3.1**
AUTHORIZATION OR CONSENT TO USE OR DISCLOSE PROTECTED HEALTH INFORMATION	
Policy	**1.2.1**
Procedure	**1.2.2**
Validation Checklist	**1.2.3**
COMPLAINTS ABOUT PRIVACY PRACTICES	
Policy	**5.6.1**
Procedure	**5.6.2**
CONFLICTS BETWEEN AUTHORIZATIONS AND RESTRICTIONS	
Policy	**1.4.1**
Procedure	**1.4.2**
COOPERATION WITH FEDERAL COMPLAINT INVESTIGATIONS AND COMPLIANCE REVIEWS	
Policy	**7.4.1**
Procedure	**7.4.2**
DE-IDENTIFIED INFORMATION	
Policy	**3.5.1**
Procedure	**3.5.2**
DESIGNATION OF RECORD SETS	
Policy	**6.4.1**
DESIGNATION OF PRIVACY OFFICIAL AND CONTACT FOR COMPLAINTS AND REQUESTS RELATED TO PRIVACY	
Policy	**6.5.1**
DESIGNATION OF COVERED HEALTH CARE COMPONENTS: HYBRID ENTITY	**6.2**
DISCLOSURE OF PROTECTED HEALTH INFORMATION BY "WHISTLEBLOWERS"	
Policy	**4.3.1**
Procedure	**4.3.2**
DISCLOSURE OF PROTECTED HEALTH INFORMATION TO REPORT CHILD ABUSE, OR OTHER ABUSE, NEGLECT, OR DOMESTIC VIOLENCE	
Policy	**2.5.1**
Procedure	**2.5.2**
DISCLOSURE OF PROTECTED HEALTH INFORMATION FOR PUBLIC HEALTH PURPOSES	
Policy	**2.4.1**
Procedure	**2.4.2**

DISCLOSURE OF PROTECTED HEALTH INFORMATION IN DISASTER SITUATIONS	
Policy	**2.10.1**
Procedure	**2.10.2**
DISCLOSURE OF PROTECTED HEALTH INFORMATION WITHOUT AUTHORIZATION, TO AVERT A SERIOUS THREAT TO HEALTH OR SAFETY	
Policy	**2.11.1**
Procedure	**2.11.2**
DISCLOSURE OF PROTECTED HEALTH INFORMATION FOR CERTAIN GOVERNMENT FUNCTIONS	
Policy	**2.12.1**
Procedure	**2.12.2**
DISCLOSURE OF PROTECTED HEALTH INFORMATION PERTAINING TO INMATES	
Pertains to Welch and Marion Only	
Policy	**2.13.1**
Procedure	**2.13.2**
DISCLOSURE OF PROTECTED HEALTH INFORMATION TO WORKERS' COMPENSATION PROGRAMS	
Policy	**2.14.1**
Procedure	**2.14.2**
DISCLOSURE OF PROTECTED HEALTH INFORMATION THAT ARE REQUIRED BY LAW - GENERAL	
Policy	**2.3.1**
DISCLOSURE OF PROTECTED HEALTH INFORMATION TO PERSONAL REPRESENTATIVES	
Policy	**2.16.1**
Procedure	**2.16.2**
DISCLOSURE OF PROTECTED HEALTH INFORMATION FOR LAW ENFORCEMENT PURPOSES	
Policy	**2.9.1**
Procedure	**2.9.2**
DISCLOSURE OF PROTECTED HEALTH INFORMATION TO BUSINESS ASSOCIATES AND OTHER CONTRACTORS	
Policy	**7.2.1**
Procedure	**7.2.2**
DISCLOSURE OF PROTECTED HEALTH INFORMATION TO "REGULATORS"	
Policy	**2.7.1**
Procedure	**2.7.2**
DISCLOSURES OF PROTECTED HEALTH INFORMATION BY WORKFORCE MEMBERS WHO ARE THE VICTIMS OF CRIME	
Policy	**4.4.1**
DOCUMENT RETENTION PERIOD: DOCUMENTS RELATING TO THE PRIVACY OF PROTECTED HEALTH INFORMATION	
Policy	**6.9.1**
Procedure	**6.9.2**
DUTY TO REPORT SECURITY OR PRIVACY BREACH AND MITIGATE THE EFFECT	
Policy	**6.7.1**
Procedure	**6.7.2**
E-MAIL AND PROTECTED HEALTH INFORMATION	
Policy	**8.8.1**
Procedure	**8.8.2**

EMPLOYEE HEALTH BENEFIT PLAN: APPLICABILITY OF FEDERAL PRIVACY REGULATIONS	
Policy	**9.1.1**
Procedure	**9.1.2**
EMPLOYEE HEALTH BENEFIT PLAN: USE AND DISCLOSURE OF PROTECTED HEALTH INFORMATION	
Policy	**9.2.1**
Procedure	**9.2.2**
EXTENSION OF PRIVACY PROTECTION TO DECEASED INDIVIDUALS	
Policy	**2.15.1**
Procedure	**2.15.2**
FACILITY DIRECTORIES	
Policy	**2.1.1**
Procedure	**2.1.2**
FACSIMILE MACHINES AND PROTECTED HEALTH INFORMATION	
Policy	**8.7.1**
Procedure	**8.7.2**
FREE EXERCISE OF PRIVACY RIGHTS	
Policy	**5.7.1**
GENERAL GUIDELINES TO SAFEGUARD PROTECTED HEALTH INFORMATION	
Policy	**8.9.1**
GENERAL POLICY – USE AND DISCLOSURE OF PROTECTED HEALTH INFORMATION	
Policy.	**1.1.1**
Procedure	**1.1.2**
Welch Community Hospital Procedure and Form	**1.1.3**
HIPAA TRANSACTION AND CODE SET STANDARDS	
Policy	**6.1.1**
Procedure	**6.1.2**
INDIVIDUAL REQUESTS TO AMEND HEALTH INFORMATION	
Policy	**5.4.1**
Procedure	**5.4.2**
Request for Amendment Form	**5.4.3**
Denial of Request for Amendment Form	**5.4.4**
Rebuttal Statement Form	**5.4.5**
LIMITED DATA SET	
Policy	**3.6.1**
Procedure	**3.6.2**
MAINTENANCE OF PRIVACY AND SECURITY	
Policy	**6.8.1**
Procedure	**6.8.2**

MANAGEMENT INFORMATION SYSTEMS (MIS)	
Policy 0500 - Information Technology (IT) Authority	**8.10.1**
Policy 0501 - Use of Information Technology Resources . . .	**8.10.2**
Policy 0502 - Virus Prevention, Detection and Removal	**8.10.3**
Policy 0503 - Software Copyright Compliance	**8.10.4**
Policy 0504 - IT Personnel Background Investigations and Employee Confidentiality Statement - Draft Version	**8.10.5**
Policy 0504 - Attachment A - Information Technology Civil Service Classifications	**8.10.6**
Policy 0505 - Web Guidelines and Standards	**8.10.7**
Policy 0505 - Form A - Webmaster Agreement	**8.10.8**
Policy 0505 - Form B - Request to Post Information to DHHR Web Site	**8.10.9**
Policy 0507 - Hardware/Software Standards and Support Guidelines	**8.10.10**
Policy 0510 - E-mail Guidelines and Requirements	**8.10.11**
Policy 0510 - Attachment A - Granting Approval to Access E-mail Communications of Others	**8.10.12**
Policy 0511 - IT Network Security	**8.10.13**
MEDIA CONTROL	
Policy	**8.4.1**
Procedure	**8.4.2**
MINIMUM NECESSARY RULE	
Policy	**3.1.1**
NOTICE OF PRIVACY PRACTICES (NPP)	
Policy	**7.1.1**
Procedure	**7.1.2**
Acknowledgement Sheet	**7.1.3**
William R. Sharpe's Acknowledgement Sheet	**7.1.4**
Mildred Mitchell-Bateman Hospital NPP	**7.1.5**
Hopemont Hospital NPP	**7.1.6**
Lakin Hospital NPP	**7.1.7**
Marion Hospital NPP	**7.1.8**
Pinecrest Hospital NPP	**7.1.9**
William R. Sharpe Hospital NPP	**7.1.10**
Welch Community Hospital NPP	**7.1.11**
PATIENT REQUESTS TO RESTRICT THE USE OF DISCLOSURE OF PROTECTED HEALTH INFORMATION	
Policy	**5.1.1**
Procedure	**5.1.2**
PHYSICAL ACCESS CONTROLS	
Policy	**8.5.1**
Procedure	**8.5.2**
POLICIES AND GUIDELINES ON WORK STATION USE AND LOCATION	
Policy	**8.6.1**
Procedure	**8.6.2**
PROVIDING MEDICAL INFORMATION TO FAMILY, FRIENDS, OR OTHERS DIRECTLY INVOLVED IN THE PATIENT'S CARE	
Policy	**2.2.1**
Procedure	**2.2.2**

REPORTING PROTECTED HEALTH INFORMATION TO EMPLOYERS UNDER OSHA AND SIMILAR LAWS	
Policy	**2.6.1**
Procedure	**2.6.2**
Notice to be Given to Employee	**2.6.3**
Notice to be Posted in Public Area	**2.6.4**
REQUESTS FOR, AND DISCLOSURES OF, PROTECTED HEALTH INFORMATION THAT ARE NOT ROUTINE AND RECURRING	
Policy	**3.4.1**
Procedure	**3.4.2**
RIGHT OF ACCESS OF PROTECTED HEALTH INFORMATION	
Policy	**5.3.1**
Procedure	**5.3.2**
ROUTINE AND RECURRING REQUESTS FOR AND DISCLOSURES OF PROTECTED HEALTH INFORMATION	
Policy	**3.3.1**
Procedure	**3.3.2**
SAFEGUARDS TO PROTECT THE PRIVACY OF PROTECTED HEALTH INFORMATION	
Policy	**8.1.1**
Procedure	**8.1.2**
SANCTIONS FOR VIOLATING PRIVACY AND SECURITY POLICIES AND PROCEDURES	
Policy	**4.2.1**
Procedure	**4.2.2**
SEPARATION OF FUNCTIONS: HEALTH PLAN, HEALTH CARE PROVIDER, AND HEALTH CARE CLEARINGHOUSE . . .	**1.6**
STANDARDS FOR EMPLOYEE WELFARE BENEFIT PLAN DOCUMENTS: PRIVACY OF PROTECTED HEALTH INFORMATION	
Policy	**9.3.1**
Procedure	**9.3.2**
STANDARDS FOR FORM AND CONTENT OF AUTHORIZATION FORMS	
Policy	**1.3.1**
Procedure	**1.3.2**
Authorization Form	**1.3.3**
STATE LAWS GOVERNING THE CONFIDENTIALITY OF PROTECTED HEALTH INFORMATION	
Policy	**7.3.1**
Procedure	**7.3.2**
SUBPOENAS, COURT ORDERS, DISCOVERY REQUESTS, OR OTHER LEGAL PROCESSES AND THE DISCLOSURE OF PROTECTED HEALTH INFORMATION	
Policy	**2.8.1**
Procedure	**2.8.2**
TERMINATION OR MODIFICATION OF ACCESS TO PROTECTED HEALTH INFORMATION: ELECTRONIC SYSTEMS	
Policy	**8.2.1**
Procedure	**8.2.2**
TRADING PARTNER AGREEMENT	
Policy	**7.5.1**
Procedure	**7.5.2**

TRAINING PROGRAM: USES, DISCLOSURES, AND SAFEGUARDING PROTECTED HEALTH INFORMATION	
Policy	**4.1.1**
Procedure	**4.1.2**
USE AND DISCLOSURE OF PROTECTED HEALTH INFORMATION FOR PURPOSES OF RESEARCH	
General Policy	**10.1.1**
William R. Sharpe, Jr. Hospital Policy	**10.1.2**
General Procedure	**10.1.3**
William R. Sharpe, Jr. Hospital Procedure	**10.1.4**
USE AND DISCLOSURE OF PROTECTED HEALTH INFORMATION FOR MARKETING PURPOSES	
Policy	**6.3.1**
USE AND DISCLOSURE OF PROTECTED HEALTH INFORMATION FOR FUNDRAISING	
Policy	**6.6.1**
USE AND DISCLOSURE OF PROTECTED HEALTH INFORMATION IN AN EMERGENCY	
Policy	**2.17.1**
Procedure	**2.17.2**
USE AND DISCLOSURE OF HEALTH INFORMATION ACQUIRED PRIOR TO COMPLIANCE DATE FOR FEDERAL PRIVACY REGULATIONS: APRIL 14, 2003	
Policy	**6.10.1**
VERIFICATION OF THE IDENTITY AND AUTHORITY OF A PERSON REQUESTING DISCLOSURE OF PROTECTED HEALTH INFORMATION	
Policy	**1.5.1**
Procedure	**1.5.2**