

Big Bend Community Based Care Policy & Procedure

Series: 900: Data Collection, Records and Reporting

Policy Name: HIPAA

Policy Number: 917

Origination Date: 08/06/2016 **Revised:** Board Meeting of 12/13/2018

Regulation: 45 CFR 164.530
282.318 F.S.
Ch. 815 F.S.
60DD-2 F.A.C.

Referenced Document:

900-917 x 1, Data Collection, Records and Reporting Handbook

Policy

It is the policy of Big Bend Community Based Care, Inc. (BBCBC), to not disclose protected health information (PHI), except either as the Privacy Rule permits or requires; or when the client, or the client's authorized representative, acting on behalf of the client, who is the subject of the information, authorizes the release of PHI in writing.

Procedure

All BBCBC employees shall follow the procedures outlined in *BBCBC Referenced Document 900-917 x 1, Data Collection, Records and Reporting Handbook*. Said Handbook is hereby fully incorporated as though set out herein and as may be amended from time-to-time. A copy of the Handbook is available upon request.