



PENINSULA RSN

NETWORK MANAGEMENT POLICIES AND PROCEDURES

Policy Name: HIPAA COMPLIANCE AND PRIVACY

Policy Number: 5.01

Reference: 45 CFR 160, 162, and 164

Effective Date: 9/2005

Revision Date(s):

Approved by: PRSN Executive Board

CROSS REFERENCES

- Policy: Corrective Action Plans
- Kitsap County HIPPA Resolution

PURPOSE

The Peninsula Regional Support Network (PRSN) shall comply, and ensure compliance of each of its providers and other subcontractors, with all federal and state privacy regulations, including Health Insurance Accountability and Portability Act (HIPAA).

PROCEDURE

1. The PRSN does not routinely keep individually identifiable health information.
 - Information in the possession of the PRSN is kept in accordance with HIPAA regulations and is locked with limited staff access.
2. PRSN providers have policies requiring compliance with HIPAA and other privacy regulations.
 - These are reviewed during the Mental Health Division (MHD) licensing reviews.
3. The PRSN monitors Ombudsman activities for compliance.

MONITORING

This policy is mandated by contract or statute.

1. This policy will be monitored through use of PRSN:
 - Annual PRSN Provider and Subcontractor Administrative Review.
2. If a provider performs below expected standards during the review listed above, a Corrective Action will be required for PRSN approval. Reference PRSN Corrective Action Policy.