



## **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):** 11/2010

**Approved by:** PRSN Executive Board

#### **CROSS REFERENCES**

- Policy: Corrective Action Plans
- Kitsap County HIPAA 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 Department 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.