

WHITMAN COUNTY PRIVACY POLICY SUMMARY

The following outline is a summary of the Whitman County's HIPAA policies. It is based off of the County's main body of policy. Please contact Human Resources for a full description of this policy and its surrounding procedures.

PROTECTING PRIVATE INFORMATION

Whitman County and all of its employees have a responsibility to protect health information.

Whitman County has taken steps to reach the following goals:

- ◆ Protect information from unauthorized use
- ◆ Create secure environments for all private information
- ◆ Protect the privacy of County employees and clients
- ◆ Define employee responsibilities in accessing, storing, using and destroying private information
- ◆ Be compliant with state and federal laws
- ◆ Establish procedures in case of misuse, loss or unauthorized disclosure

The Privacy Compliance Officer reviews all privacy policies every two years.

Employees and clients have the right to request restrictions, methods, inspection, copies, amendments or accounts of certain disclosures regarding their own private health information. Certain requests may be denied.

A written authorization is required to disclose Protected Health Information outside the County's regular treatment, payment or health care operations.

All disclosures of private information, especially Protected Health Information, shall be the minimum necessary to accomplish the intended goal.

Private information no longer in use shall be shredded.

A Notice of Privacy Practices shall be provided to each employee. County clients shall also receive the Notice in accordance with HIPAA regulations.

Whitman County will provide training to its employees regarding HIPAA and the privacy policies at orientation, within the individual department and every five years thereafter.

Misuse, loss or unauthorized disclosures of private information shall be subject to discipline, up to and including termination.