

FOOTHILLS GATEWAY, INC

Division of Community Services and Supports (DCSS) Confidentiality

POLICY:

It shall be the policy of Foothills Gateway, Inc. that every person receiving or seeking services has the same legal rights and responsibilities as other individuals including the right to have the information concerning the person be handled in a confidential manner.

PROCEDURE:

1. All identifying information regarding individuals receiving services through the Division of Community Services and Supports (DCSS) shall be treated as confidential and will be handled in accordance with applicable law and the Rules and Regulations of Health Care Policy and Financing and the Health Insurance Portability and Accountability Act (HIPAA).
2. Program records for the person receiving or seeking services shall not contain information about another person receiving or seeking services.
3. Conversations between Foothills Gateway's DCSS staff concerning individuals receiving services will be held in private offices or conference rooms, away from areas open to the general public or other staff not involved with the person.
4. Confidential information about individuals shall not be discussed with unauthorized persons at any time, for any reason.
5. Staff will receive training during their initial orientation to the agency concerning confidentiality of records and information about individuals in service.
6. All Foothills Gateway's DCSS information, data, articles, files and phone lists should be treated as confidential information.

1/10; ... 1/21; 1/22; 1/23