

**THE FAMILY SERVICE CENTER (FSC)**

**POLICY**

<b>Subject</b>	<b>Health Insurance Portability and Accountability Act of 1996 (HIPAA)</b>
<b>Number</b>	<b>8.5</b>
<b>Applicable to:</b>	<b>All FSC Employees</b>

Formulation Date	Board Approval Date	Last Review Date	Revision Date
Fall 2013	02/18/2014		

**Policy**

It is The Family Service Center of Galveston County's ("FSC") policy to protect and safeguard any and all health related information created, acquired, and maintained by FSC in accordance with the privacy regulations established by the Health Insurance Portability and Accountability Act of 1996 (HIPAA), as amended, and applicable state laws.

The Executive Director shall appoint a Custodian of Records who will serve as the FSC official in charge of all HIPAA requests and issues. In the absence of the Custodian of Records, the Executive Director will act in that capacity.

To ensure that disclosure of health related information is in compliance with HIPAA requirements, disclosure is only permitted with a properly completed and signed authorization that has been approved by the Custodian of Records. **ONLY** the Custodian of Records (or in his/her absence, the Executive Director) can release health related information. Therefore, all HIPAA related requests must be forwarded to the Custodian of Records. This will ensure a proper accounting of all HIPAA requests and proper authorized disclosures.

Any and all health related information created, acquired, and maintained by FSC will not be removed from the premises, except by authorization from the Custodian of Records pursuant to applicable HIPAA requirements and/or by other court order.

Violations of this policy will result in disciplinary action up to and including dismissal from FSC.

**Procedures:**

- 1) HIPPA information can only be released after a properly executed authorization form or court order has been submitted to the Custodian of Records, (or in his/her absence, the Executive Director).
- 2) The Custodian of Records will review the documentation and if it is in order, authorize the release of the HIPPA information.
- 3) All documentation related to HIPPA requests will be maintained in accordance with all appropriate laws and regulations.