

# Required Privacy Procedures

<u>Requirement</u>	<u>Implementation</u>
1. Documented policies and procedures	Policies on uses and disclosures of health information, individual rights and compliance procedures
2. Designated privacy official	Contact person to provide information and receive complaints
3. Training	Train all persons who are likely to obtain access to protected health information, with certifications of completed training, and each employee must confirm in writing the commitment to honor privacy policies at least once every three years
4. Safeguards	Administrative, technical and physical procedures (such as reasonable evidence of authority) before disclosure of protected health information.
5. Complaints	Process under which an individual may file complaints
6. Sanctions	Appropriate sanctions against members of the work force who fail to comply
7. Duty to mitigate	Procedures for mitigating any deleterious effect of use or disclosure of protected health information

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*NOTE: This site includes a summary of certain compliance issues facing healthcare providers today. This site does not, and is not intended to, give legal advice. Reference should be made to full text of the statutes and regulations for complete analysis. Consultation with competent counsel is strongly recommended.*