



3.4 HIPAA AND CONFIDENTIALITY

The Health Insurance Portability and Accountability Act (HIPAA) and how LADD incorporates the law into practice is included in the Compliance and Ethics Program (CEP). The CEP establishes standards and policies that communicate appropriate ethical and legal behavior to protect the confidential and private information belonging to the people supported. The CEP provides the basis for how information is created, stored, transmitted, accessed and destroyed in a way that prevents unethical and improper practices and ensures all employees are striving to meet the highest performance standards and ethical conduct.

The CEP provides a process for the people we support, families, guardians and personnel from other entities to obtain information and to discuss, file complaints or grievances relative to the aforementioned information and to receive careful consideration and a prompt resolution.

[Click Here to View the HIPAA Overview – located on the CEP](#)

The HIPAA Security and Safeguard Policy establishes several, detailed standards that every employee must know so they can protect the privacy and confidentiality of protected health information for the people we support and the employees of LADD. In addition key procedural processes in the following areas are explained:

- Protecting records in and out of the work location, including the EHR
- Securing laptops, cell phones, tablets/iPads etc.
- Verifying the identification of people requesting information or entry to a location
- Faxing, encryption, shredding
- Reporting suspected violations

[Click Here to View the HIPAA Security and Safeguard Policy- located in the CEP](#)

The LADD Privacy Notice explains the company's responsibilities and the rights of the person supported regarding confidential information.

[Click Here to View the Privacy Notice- located in the CEP](#)

The HIPAA Breach Response Policy provides the steps to take for reporting to the CCO when an employee suspects a person supported has had their confidential information given out in violation of the policy.

[Click Here to View the HIPAA Breach Response Policy- located in the CEP](#)

The Information Access Policy establishes the processes in place to maintain security and protect the confidential information of the people supported.

[Click Here to View the Information Access Policy- located in the CEP](#)

LADD employees must recognize their responsibility to protect the people supported confidential information from anyone not authorized to have access. The Access to Records Policy explains how a person supported or their guardian can access their information. This policy also explains how employees may access the information contained within their Personnel File.

[Click Here to View the Access to Records Policy- located in the CEP](#)