

	<p><b>1.6.1</b></p>	<p><b>PRIVACY PRACTICES FOR PROTECTED HEALTH INFORMATION</b></p>	<p>Effective: 04/03  Revised: 05/12; 04/19; 08/23  Reviewed &amp; Approved by Bd. of  Dir.: 06/26    Teddi Hernandez, President/CEO</p>
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**Policy Statement:**

Lakemary Center (LMC) complies with the Health Insurance Portability and Accountability Act (HIPAA) of 1996 to ensure that all medical records, medical billing and employee and persons supported accounts meet privacy standards with regard to documentation and handling.

**Policy:**

It is the policy of LMC to secure protected health information for persons supported and employees according to HIPAA regulations and procedures. This is done according to the procedures contained in the HIPAA Privacy and Security Practices Procedure Manuals.

All employees receive training upon hire regarding HIPAA regulations and procedures and annual updates thereafter.

**Policy Reference:** None

**Procedure Reference:** HIPAA Privacy Practices Procedure Manual  
HIPAA Security Practices Procedure Manual  
Employee Handbook (confidentiality)  
New Employee Orientation Manual  
PRTF Program Procedure Manual  
Adult Services Procedure Manual

**Application:** All Services