

Stark County Board of Developmental Disabilities

HIPAA Procedure 4: HIPAA In-Office Communication	Effective: 4/14/2003
Chapter 2: Agency Administration	Page 1 of 1

Subject: HIPAA In-Office Communication

It is an essential requirement of the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") Privacy Rule that the communication between the Board and the employees of the Board (hereinafter "Employees") be free flowing and unhindered. Employees must understand that their comments will be kept as confidential as possible and that the Board will adhere to a strict policy of no retaliation against an Employee or client for voicing a concern or filing a complaint. Employees may communicate an inquiry or report a problem in the following ways:

Speaking to Supervisors or Department Heads.


Emailing the Supervisor or Department Head; or

Submitting in writing to: Privacy Officer, 2950 Whipple Ave. N. W., Canton, Ohio 44708, or;
Contacting Stark DD at 330-477-5200 and asking for the Privacy Officer

Employees are permitted to report matters on an anonymous basis to the Privacy Officer. It should be noted that the Privacy Officer will do his best to maintain the anonymity of the reporter, but there may become a point when the individual's identity may have to become known or revealed (*e.g.*, when government officials become involved).

The Privacy Officer will also report to the Superintendent regarding the reports made and the actions taken.

All questions or inquiries of the Compliance Committee Members must be directed to the Privacy Officer. Thereafter, Privacy Officer has authority to seek Compliance Committee consultation, legal counsel opinion, and/or consultation with the Superintendent.

<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Applies to:</td> <td style="width: 15%;">Yes</td> <td style="width: 15%;">No</td> </tr> <tr> <td>All Employees</td> <td style="text-align: center;">X</td> <td></td> </tr> <tr> <td>Non Represented</td> <td></td> <td></td> </tr> <tr> <td>SCEPTA</td> <td></td> <td></td> </tr> <tr> <td>SCDD SSA</td> <td></td> <td></td> </tr> <tr> <td colspan="3" style="padding-left: 20px;">(1) See Current Bargaining Agreement</td> </tr> </table>	Applies to:	Yes	No	All Employees	X		Non Represented			SCEPTA			SCDD SSA			(1) See Current Bargaining Agreement			<p>Historical Resolution History Policy 2.22 HIPAA</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Date</th> <th style="text-align: left;">Resolution Number</th> </tr> </thead> <tbody> <tr> <td>3/24/03</td> <td>3-28-03</td> </tr> <tr> <td>1/19/13</td> <td>01-09-13</td> </tr> </tbody> </table> <p>Procedure Revision: 5/14/12</p>	Date	Resolution Number	3/24/03	3-28-03	1/19/13	01-09-13
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<p>Superintendent's Signature: <u>  </u></p>	<p>Reviewer(s): Privacy Officer Security Officer</p>																								