



HIPAA POLICY & PROCEDURE ACKNOWLEDGEMENT

The Arc Montgomery County Summary of Notice of Privacy Practices

This notice describes how protected health information (PHI) about you may be used and disclosed and how you can get access to this information. Please review it carefully.

- The collection, use and disclosure of consumer information is protected by law. The Arc Montgomery County maintains physical, electronic, and procedural safeguards that comply with federal standards to protect consumer information.
- The Arc Montgomery County discloses consumer information for the purposes of treatment, payment, and health care operations, and, when required to do so, by law or regulation.
- Consumers have a right to request access to their records.
- Consumers have a right to know to whom their protected health information was disclosed.
- Consumers have a right to review a detailed copy of The Arc Montgomery County's Notice of Privacy Practices.
- Any questions regarding The Arc Montgomery County's privacy practices should be directed to Ellen Franks, The Arc Montgomery County's designated privacy officer. Any questions regarding the electronic storage and transmission of consumers' protected health information should be directed to Djibril Kamara, The Arc Montgomery County's designated security officer.

I have received a copy of The Arc Montgomery County's Notice of Privacy Practices on HIPAA (Health Information Portability and Accountability Act) regulations, and I have read the summary notice above. I understand that I am fully responsible for complying with these policies, practices and regulations. I also understand that it is my responsibility to seek clarification from my immediate supervisor or the Volunteer Assistant should I require further explanation.

Individual's Signature: _____

Parent/Guardian Signature: _____

Required for children under age 18 or individuals subject to guardianship.

Individual's Printed Name: _____

Telephone: _____

Street Address: _____

City, State, Zip Code: _____

Date: _____

Keep this for your records.

THE ARC MONTGOMERY COUNTY NOTICE OF PRIVACY PRACTICES

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION MAY BE USED AND DISCLOSED BY THE ARC MONTGOMERY COUNTY AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW CAREFULLY.

Guarding Consumers' Protected Health Information

The Arc Montgomery County is committed to protecting consumers' health information. In order to provide treatment or pay for consumers' health care, or for other purposes listed below, The Arc Montgomery County may ask for certain health information and that health information will be put into the consumer's record. The record may contain consumer's symptoms, examination and health results, diagnoses, treatment, Individual Plans and Personal Assistance (behavior management) information. That information, referred to as consumers' medical records, and legally regulated as health information, may be used for a variety of purposes, listed below.

The Arc Montgomery County is required to follow the practices described in this Notice of Privacy Practices, although The Arc Montgomery County reserves the right to change our privacy practices described in this Notice at any time. A copy of the new notice may be requested at any time from The Arc Montgomery County privacy officer, 11600 Nebel Street, Rockville, MD 20852, 301.984.5777 x1250. It is also posted on The Arc Montgomery County's website at <http://www.thearcmontgomerycounty.org>.

How The Arc Montgomery County May Use and Disclose Consumers' Protected Health Information

The Arc Montgomery County discloses consumers' protected health information (PHI) for the purposes of treatment, payment, and health care operations, and when required to do so by law or regulation.

Treatment

The Arc Montgomery County shares PHI with all members of the interdisciplinary team and medical services providers. We share PHI with other service providers identified in the Individual Plan (IP).

Payment

The Arc Montgomery County shares PHI with organizations that provide payment for services received by the consumer, including insurance companies and state and county government.

Health Care Operations

The Arc Montgomery County shares PHI with state and county regulatory bodies, accrediting agencies, organizations that provide payroll services to The Arc Montgomery County, support groups associated with the agency, and other agencies necessary for the day to day operations of The Arc Montgomery County.

Regulation and Law Enforcement

The Arc Montgomery County shares PHI with public health agencies, courts, legal counsel to the agency, law enforcement agencies, the Maryland Disability Law Center, coroners, medical examiners, and funeral directors, and state, county, and federal government agencies.

Consumers' Rights

Consumers have the right to request access to their files, as discussed in detail in The Arc Montgomery County's Policies and Procedures Manual, Section 2.1.3 (Individual Rights—Records Access).

Consumers have the right to request and amendment to their file, as discussed in detail in The Arc Montgomery County's Policies and Procedures Manual, Section 2.1.3 (Individual Rights—Records Access).

Consumers have the right to know with whom The Arc Montgomery County is sharing their PHI. Consumers may also request a copy of the log of individuals/agencies with whom their PHI was shared for purposes other than treatment, payment, healthcare operations, and regulation and law enforcement. That log will be maintained in their permanent file. Consumers have the right to request a restriction or limitation on the disclosure of PHI. The Arc

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Montgomery County will accommodate the consumers' request, if possible, but is not legally required to agree to the requested restriction.

Consumers have a right to review a detailed copy of The Arc Montgomery County's Notice of Privacy Practices. The Notice of Privacy Practices is maintained in the agency Policies and Procedures Manual. These manuals are maintained at all permanent program sites as well as the administrative offices. A summary of The Arc Montgomery County's Privacy Practices will be posted at all permanent program sites.

The Arc Montgomery County has designated a privacy officer and a security officer for the agency. The quality assessment coordinator will act as the agency's privacy officer, and may be reached at The Arc Montgomery County's administrative offices, 11600 Nebel Street, Rockville, MD 20852, 301.984.5777 x1250. The information systems manager will act as the agency's security officer, and may be reached at The Arc Montgomery County's administrative offices, 11600 Nebel Street, Rockville, MD 20852, 301.984.5777 x1264.

The Arc Montgomery County will provide a copy of the agency's Notice of Privacy Practices to all its business associates. All of The Arc Montgomery County's business associates will be expected to comply with The Arc Montgomery County's Notice of Privacy Practices.

Training

Consumers have the right to have their PHI treated as confidential by all the employees and business associates of the agency. Therefore, all employees of The Arc Montgomery County will receive the agency's Notice of Privacy Practices and will be trained on HIPAA regulations and The Arc Montgomery County's privacy policies. Agency employees will be required to sign a form stating that received a copy of The Arc Montgomery County's Notice of Privacy Practices, have received training on HIPAA, and the agency's privacy policies, and understand that they are required to comply with these regulations and policies. All business associates of The Arc Montgomery County will receive copies of The Arc Montgomery County's Notice of Privacy Practices and will be expected to comply with these practices. All business associates will be required to sign a form stating that they have received The Arc Montgomery County's Notice of Privacy Practices and are willing to comply with these practices. The employee training will include confidentiality and disclosure requirements of the law, specific requirements regarding electronic transmission of PHI, and all other aspects of the new HIPAA regulations.