



Integrated Support and Training for Caregivers and the Community,
One Skill at a Time.

Health Insurance Portability and Accountability Act (HIPAA) Policy

EFFECTIVE: 10/03/2022

BACKGROUND:

Health information includes some of the most sensitive facts about a person. Health care providers have protected the privacy of patient health information since ancient times so patients can explain their health problems fully and freely. Confidentiality is fundamental to health care. In modern times the privacy of health information faces many challenges including medical identity theft by skilled criminals.

PURPOSE:

The purpose of this policy to outline Forward Integrated Service, Inc. (FIS, Inc.) privacy policies and efforts to maintain confidentiality of client Protected Health Information (PHI).

PRIVACY POLICY:

Use and Disclosure of PHI

Policy

Protected Health Information ("PHI") may not be used or disclosed in violation of the Health Insurance Portability and Accountability Act ("HIPAA") Privacy Rule (45 C.F.R. parts 160 and 164) (hereinafter, the "Privacy Rule") or in violation of state law.

Forward Integrated Services, Inc., (FIS, Inc.) represented as "we" in subsequent policies and procedures, are permitted, but not mandated, under the Privacy Rule to use and disclose PHI without patient consent or authorization in limited circumstances. However, state or federal law may supersede, limit, or prohibit these uses and disclosures.

Under the Privacy Rule, permitted uses and disclosures include those made:

- To the patient
- For treatment, payment, or health care operations purposes, or
- As authorized by the patient.

Additional permitted uses and disclosures include those related to or made pursuant to:

- Reporting on victims of domestic violence or abuse, as required by law
- Court orders
- Workers' compensation laws



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- Serious threats to health or safety
- Government oversight (including disclosures to a public health authority, coroner or medical examiner, military or veterans' affairs agencies, an agency for national security purposes, law enforcement)
- Health research
- Marketing or fundraising.

We do not use or disclose PHI in ways that would be in violation of the Privacy Rule or state law. We use and disclose PHI as permitted by the Privacy Rule and in accordance with state or other law. In using or disclosing PHI, we meet the Privacy Rule's "minimum necessary requirement," as appropriate.

Procedure

The procedures needed to protect PHI are included, consistent with this policy, in the section, Minimum Necessary Disclosure, as part of FIS, Inc, HIPAA Policies and Procedures document.

Should you have concerns or need to report a privacy concern, you may contact FIS, Inc., privacy officer at (262) 232-7713.

September 20, 2022