Life Skills Treatment Program

215 N Macneil St
San Fernando, CA 91340

Life Skills HIPAA Policy

Employee: Miguel Guzman

IIn accordance with the federal mandates of the Health Insurance Portability and Accountability Act (HIPAA), Life Skills Treatment Program, Inc. (also referred to as the "LSTP"), assures that all Protected Health Information (PHI), including electronic data, that LSTP obtains in the process of providing services, is treated as confidential and is not given or shared with any person other than those who need and are permitted to know. Protected Health Information includes all information that relates to the past, present, or future physical or mental health of an individual as well as to the provision of healthcare to an individual, and identifies or could reasonably be used to identify the individual. This includes information maintained or transmitted in any form, including electronic information, paper records and oral communications. LSTP prohibits the release of health information to anyone outside the organization unless required for purposes of treatment, billing/payment, health care operations or other exceptions as described in this privacy notice.

LSTP collects and records information about a client's health and, every time a service is provided, additions are made to the client's record. This record, which may be an electronic and/or physical record, is the way that staff documents the client's needs. Health information helps the agency to:

- Ensure proper/correct/effective treatment and services
- Better understand whom, what, when, where, and why others may access health information
- Make more informed decisions when making authorized disclosure to others
- Our Duty and Privacy Practices

LSTP is required to:

- Maintain the privacy of an individual's health information
- Provide the individual with a privacy notice
- Abide by the terms of this notice
- Notify the individual if we are unable to agree to any requested restriction
- Accommodate reasonable requests to communicate health information by alternative means or at alternative locations

LSTP, all personnel, staff, consultants, and business associates, will not disclose or use health information without the consumer's authorization, except under the following circumstances:

- We will use medical health information to provide treatment, obtain payment/process bills, and for service operations.
- We may disclose health and service information about the consumer to other staff members, interns, or other personnel who are involved in providing services. LSTP may also disclose health and service information to a an outside agency who may be involved in the individual's care.
- For law enforcement purposes or in response to a valid subpoena or other court order
- In response to lawsuits/legal actions
- If a correctional facility requires it by law
- If it is necessary for public health or safety

- If it is for workers' compensation
- For quality assurance purposes and for certain approved research
- As source data for the agency planning and operation
- For the grievance/appeal process

LSTP does not market or sell personal information.

As a Regional Center vendor, we may need to refer a consumer to other programs. If these programs are for services other than for health treatment, payment or operations, the client's authorization will be required to release any protected health information (e.g., applying public assistance).

LSTP has business associations with other people, groups or organizations, and some services provided to the LSTP through contracts will involve them having access to protected health information. Our business associates are also obligated by law to keep protected health information confidential. LSTP assures protection of private health information by having the business associate properly sign a contract to that effect. Any breach of protected health information by a business associate must be reported to LSTP, and LSTP is required to report a breach to the affected consumer(s).

Federal laws and regulations do not protect any information about a crime committed by a consumer either at an LSTP program or against any person who works for LSTP or about any threat to commit such a crime. Federal laws and regulations do not protect any information about suspected child abuse or neglect from being reported under state law to appropriate state or local authorities.

Individual's Rights

Each individual receiving services through LSTP has the right to:

Ask to see or get an electronic or paper copy of his or her medical record/health information. We will provide a copy or a summary of the health information.

Correct the paper or electronic medical record if an error has been made

Request confidential communication

Ask us to limit the information we share

Get a list of those with whom we've shared the individual's information

Get a copy of this privacy notice

Elect to have a medical power of attorney or legal guardian act on their own behalf

Revoke authorization to use or disclose health information except to the extent of action already taken

File a complaint if the consumer believes his or her privacy rights have been violated, by contacting the Agency's Privacy Officer at (818) 898-1926, and/or the U.S. Department of Health and Human Services at www.hhs.gov/ocr/privacy/hipaa/complaints/.

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Date Signature