

CSV**Protected Health Information**

Effective Date

May 3, 2009

Revision Date

January 4, 2010

Purpose: It is the goal of Alum Rock Counseling Center to protect client information in compliance with the Health Insurance Portability and Accountability Act (HIPAA).

Procedure:

1. All clients and their guardians will receive the Alum Rock Counseling Center Client Notice of Privacy Practices upon initiation of services with Alum Rock Counseling Center.
2. All clients and their guardians will be asked to review and sign the Alum Rock Counseling Center Notice of Privacy Practices: Acknowledgement of Receipt.
 - a. If unable to obtain a signature, the Alum Rock Counseling Center representative reviewing the form with the client and guardian is to complete the bottom portion of the form.
3. The Alum Rock Counseling Center Client Notice of Privacy Practices is to remain visible in the reception area of all Alum Rock Counseling Center sites.
4. Alum Rock Counseling Center will retain a Clinical Director at all times, with the contact information available to clients and their guardians in both the Alum Rock Counseling Center Client Notice of Privacy Practices and in the reception areas of all Alum Rock Counseling Center sites.

Reference:

1. Alum Rock Counseling Center Client Notice of Privacy Practices (English and Spanish).
2. Alum Rock Counseling Center Notice of Privacy Practices: Acknowledgement of Receipt (English and Spanish).