



As a provider, IC employees are required to handle member’s Protected Health Information (PHI) for treatment or care purposes and are legally obligated to observe the Health Insurance Portability and Accountability Act (HIPAA) regulations of 1996. HIPAA regulations are detailed in the Code of Federal Regulations (CFR) Title 45, which addresses public welfare and is administered by the U.S. Department of Health and Human Services (DHHS).

1. Any and all documents pertaining to an IC member in the member’s home and contained in the member’s black folder are to be kept confidential and secure.
2. IC staff is not allowed to give out ANY information/paperwork without a proper written request from the requesting party.
3. Any and all documentation regarding the member handled in the presence of an IC employee or sub-contractor must be kept confidential and in a safe location such as a folder or envelope.
4. Any and all forms or documentation concerning the member will be kept confidential and secure by keeping them in a folder or envelope at all times.
5. Any and all information concerning an IC member whether written or spoken must never be shared with anyone other than IC Staff, employees or Medical Personnel who are authorized and or whom have the members verbal permission or written permission through a signed medical release of information form.

I, _____ have received, read and understand the Employee HIPAA form and understand that these Rules given to me will serve as my self-directed training reading material for my HIPAA Training required by the DOH effective April 14, 2003.

Employee Signature

Date

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Inteli-Care, LLC Witness

IC Representative WITNESS Signature

Date