Mid Missouri Supported Living, LLC
Revision Date: 08/01/2022

MMSL-107
Health Insurance Portability and Accountability Act (HIPAA) and Confidentiality

Policy:

The ***Health Insurance Portability and Accountability Act (HIPAA)*** is national law put in place to protect individuals' personal health information that is created, received, used, or maintained by a covered entity. Mid-Missouri Supported Living, LLC, strives to protect the confidentiality, integrity, and security of protected health information of the individuals in our care as we have a duty to keep personal medical information confidential.

Comments:

Due to the nature of our services, we are subject to very personal information including medical information and it is to be kept strictly confidential and only shared when needed for the health and safety of the individual.

Needed discussions about medical issues, mental health, medications, behaviors, or anything else of a private nature should occur in as private of a setting as possible, with the permission of the individual when possible. If the individual is not comfortable discussing a certain topic in a certain setting, then staff is expected to work with the individual regarding what will help them feel more comfortable with the conversation occurring when it is a topic that has to be discussed for health and safety.

Individuals may see and/or obtain copies of their records when they choose to and request corrections or express disagreement if they see fit, this should be noted in daily notes/ISP.

Confidentiality practices and policies are reviewed and acknowledged annually by all staff, including contracted, all adult household members, relief/respite providers, any volunteers and upon request.

All personal and medical information including documentation, video, audio, and other computer stored information is protected from unauthorized use without consent from the individual and/or individual's guardian. Mid-Missouri Supported Living, LLC, will communicate with the individual's personal medical information, for the purpose of health and safety, with the individual's treatment team including healthcare providers, CMRO staff and current targeted case management, guardian, etc. only as is necessary to provide for quality care and to ensure health and safety of the individual receiving supports.

Personal medical information is only shared for the benefit of health and safety of the individual.

Individuals may file complaints about privacy practices of Mid-Missouri Supported Living, LLC, directly to Mid-Missouri Supported Living, LLC, administration, to CMRO/DMH, or to the Office for Civil Rights in the United States Department of Health and Human Services.

If the individual has the capacity to make health care decisions (no guardian or Power of Attorney), information can still be discussed with family or others present if the individual agrees or, when given the opportunity, does not object. Even when the individual is not present or it is not practical to ask the individual's permission because of emergency or incapacity, Mid- Missouri Supported Living, LLC, may share information with family members or friends when, in exercising professional judgment, it is determined that doing so would be in the best interest of the individual.

All employees of Mid-Missouri Supported Living, LLC, are mandated reporters by law and required by law to disclose certain information if there is danger to others. For example, certain infectious diseases must be reported to state or local public health agencies (this is to first be discussed with Community RN/Administration). Any suspicion of abuse or neglect must immediately be reported to Mid-Missouri Supported Living's Administration to be reported through proper channels to law enforcement and/or DMH.

Approved by: _____

Robert Palmer, RN, BSN, Owner MMSL