Revised:

Policy Number: HC-2	Page: 1	Of: 1
Title: General Rules		
Regulatory Authority: HIPAA Regulations, FERPA Regulations, ORC, OAC		
Effective Date: 1/19/2021		
Reviewer/Job Title: Director of Operations		

(A) HIPAA CONFIDENTIALITY – GENERAL RULES

Confidentiality is the basis for professional relationships, as well as for the respect due personal privacy. It involves trust and confidence, and is the key to our professional relationships. All information in an enrollee's records, including information electronic information, is confidential.

The UCBDD shall conform to all requirements for privacy and confidentiality set forth by the State of Ohio, the federal HIPAA and FERPA laws, and any other applicable law. The UCBDD shall not use or disclose PHI except in accordance with applicable requirements.

1) Staff of the UCBDD may use or disclose PHI only as follows:
   a) For education, treatment, payment or health care operations. This information is to be used by employees who are official members of a habilitation/educational team, with the goal of serving the enrollee.
   b) In accordance with a release or authorization of the individual in accordance with policy and procedure set forth in Authorizations.
   c) As permitted in Speaking with the Family or Friends of an Individual Receiving Services.
   d) As permitted by in Disclosures that do Not Require an Authorization.
2) For all of the above, the minimum amount of information should be disclosed, and specific procedures followed as detailed in Minimum Necessary Policy.
   a) All employees are responsible for safeguarding the information regarding individuals we serve, as detailed in Confidentiality Safeguards (Oral & Written)
3) Rights of individuals served by HCBDD may be exercised by parents, guardians and personal representatives as detailed in Minors, Personal Representatives and Deceased Individuals.
4) Confidentiality and Computer Security are everyone's responsibility – all staff must understand and follow procedures detailed in Duty to Report Violations and Security Incidents.
5) Supervisors, managers and certain staff have specific duties, rights, and obligations as specified elsewhere in these policies.