



POLICY AND PROCEDURE	
SUBJECT/TITLE:	HIPAA Privacy and Security Policies
APPLICABILITY:	All Staff
CONTACT PERSON & DIVISION:	Director of Nursing
ORIGINAL DATE ADOPTED:	01/14/2016
LATEST EFFECTIVE DATE:	04/01/2022
REVIEW FREQUENCY:	3 years
BOARD APPROVAL DATE:	05/21/2018
REFERENCE NUMBER:	800-016-P

A. PURPOSE

The purpose of this policy is to implement the provisions of the Health Insurance Portability and Accountability Act (HIPAA) of 1996, codified in sections 42 USC 1320-1320d-8.

B. POLICY

The operations of Canton City Public Health (CCPH) will be in compliance with the Health Insurance Portability and Accountability Act (HIPAA) of 1996 as codified in sections 42 USC 1320-1320d-8. CCPH will take all reasonable steps to assure client access to protected health information collected by CCPH and will also protect unauthorized access to any protected health information. The HIPAA Privacy and Security Policies are adopted by reference to the document referenced in 800-016-01-A_HIPAA Privacy and Security Policies. HITECH Act, Omnibus Rule Complaint, Version 4.0, Updated August 2015.

Any agency that has access to CCPH facilities exclusively for the purposes of performing duties in the service agreement and is expressly prohibited from accessing any electronic equipment or reading any information regarding patient care is required to sign 800-016-02-F_Confidentiality Agreement for Outside Agency.

Any CCPH full-time, part-time, seasonal or intermittent employee, subcontracted CCPH employee, visiting professional, work study student, intern, Board of Health member, any City of Canton employee who performs work at the CCPH and/or other CCPH employees as approved by the Health Commissioner is required to sign 800-016-03-F_Employee Confidentiality Agreement.

Any agencies that qualify as a business associate (refer to HIPAA policy, 800-016-01-A, 1370 Business Associate and other Confidentiality Contracts and Appendix A – Identifying Business Associates) should complete the Business Associates Agreement.

C. BACKGROUND

This is a large and complicated policy. The policy was developed in 2015 by a contractor (Eagle Consulting). The format and structure of this policy does not conform to the normal policy format standards of the department as outlined in 800-001-P. Due to the complexity of this policy, this non-standard format will be utilized as a substitute format.

D. GLOSSARY OF TERMS

See 800-016-01-A for a glossary of terms.

E. PROCEDURES & STANDARD OPERATING GUIDELINES

See 800-016-01-A for procedures and standard operating guidelines.



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Canton City Public Health

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All
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F. CITATIONS & REFERENCES

N/A.

G. CONTRIBUTORS

The following staff contributed to the authorship of this document:

1. Diane Thompson, Director of Nursing
2. James Adams, Health Commissioner
3. Eagle Consulting

H. APPENDICIES & ATTACHMENTS

800-016-01-A_HIPAA Privacy and Security Policies. HITECH Act, Omnibus Rule Complaint, Version 4.0, Updated May 2018

800-016-02-F_Confidentiality Agreement for Outside Agency

800-016-03-F_Employee Confidentiality Agreement

I. REFERENCE FORMS

See appendix A for reference forms.

J. REVISION & REVIEW HISTORY

Revision Date	Review Date	Author	Notes
4/22/2022		Diane Thompson	Changed Canton City Health District to Canton City Public Health.

K. APPROVAL

This document has been approved in accordance with the "800-001-P Policy Development" procedure as of the effective date listed above.