

Good Samaritan Health and Wellness Center
Policies and Procedures

Subject: Information Security HIPAA Policy	Policy #: 4.9.1
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4.9.1 Information Security HIPAA Policy

Good Health and Wellness Center believes strongly that the privacy and security of patient information is of paramount importance and is strongly committed to compliance with the laws and standards to protect said information as set forth by the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

To promote compliance to these regulations, the following policies will be adhered to:

- Good Samaritan Health and Wellness Center maintains an information security compliance program responsible for ensuring that the confidentiality, integrity, and availability of electronic information collected, maintained, used, or transmitted is appropriately protected. The policy adheres to HIPAA regulations that require:
 - 1) Administrative Safeguards - policies and procedures designated to clearly show how we will comply with the HIPAA regulations
 - 2) Physical Safeguards - governing physical access to protect against inappropriate access to protected data
 - 3) Technical Safeguards - controlling access to computer systems
- Good Samaritan Health and Wellness Center designates an Information Security Officer to be responsible for the development and implementation of information security policies and procedures that protect information. It is the responsibility of this individual to:
 - develop and maintain policies and procedures concerning security of electronic information
 - Ensure that required Business Associate Agreements are signed and current with all outside parties with access to the organizations protected health information.
 - provide education to staff and volunteers of Good Samaritan Health and Wellness
 - ensure compliance with information security practices and regulations
 - serve as primary contact, and taking appropriate action regarding possible violations
 - direct periodic review of policies and compliance at least annually

- The authority of the Information Security program rests with the Good Samaritan Health and Wellness Board of Directors with the designated “Security Officer” responsible for administering this policy
- All, employees, volunteers, physicians, contractors, temporary and part-time workers are responsible for ensuring that information assets are used only in proper pursuit of the of the business of providing care by the Good Samaritan Health and Wellness Center and information is not improperly disclosed, modified, endangered, or made available to any unauthorized person or organization.