

HIPAA

Caring for People Services is committed to maintaining private health information. As a home care agency, we maintain private information about employees, clients, care plans, and services.

The health care industry requires, by law, that client and employee information is kept confidential. HIPAA, the Health Insurance Portability and Accountability Act of 1996, imposes standards for maintaining the privacy of individual identifiable information that we work with, transmit, or maintain, regardless of the form (talking on the phone, texting, emailing, etc.).

Normal business operations, as well as client information, must not be discussed outside the office or with persons outside of Caring for People Services. Do not share client information with family, friends, or other clients. This includes social media sites like Facebook or Instagram. Do not share client information with other caregivers unless it is for the sole purpose of ensuring continuity of care with a shared client. All employees are responsible for protecting confidential information from release or misuse while employed at Caring for People Services and after employment with the company ends.

Clients are informed of Caring for People Services' policies regarding confidentiality and disclosure of client information.

Maintaining confidentiality is a serious responsibility of Caring for People Services, for without clients who trust us with their sensitive information, Caring for People Services would not be able to continue business or provide jobs. Any breach of confidentiality will be addressed.

If you have any questions or concerns about our privacy practices, please reach out to one of the Care Managers or Erin Lucas, Program Manager.

Caregiver Signature

Date

Caring for People Representative Signature

Date