

## **COMMUNITY DEVELOPMENT CENTER CONFIDENTIALITY AND VALIDATION STATEMENT**

The Community Development Center has adopted a policy that protects the privacy and confidentiality of protected health information (PHI) and personal records of those served whenever it is used by agency staff and representatives. The private and confidential use of such information will be the responsibility of all individuals with job duties requiring access to PHI in the course of their jobs.

Individuals and families served by the CDC are owners of their personal records, and have access to all items within those records. The CDC protects an individual's records, and keeps them in a secure location, and a signed Release of Information by the person served or their legal guardian/representative is required prior to access of the record.

### **Protected Health Information Defined**

PHI refers to individually identifiable health information received by the agency's group health plans or received by a health care provider, health plan or health care clearinghouse that relates to the past or present health of an individual or to payment of health care claims. PHI information includes medical conditions, health status, claims experience, medical histories, physical examinations, genetic information and evidence of disability.

It is the policy of the Community Development Center that names of persons served and all employee information is confidential. This applies to client records as well as employee personnel records. Volunteers, practicum/intern students, and others should not have access to clients' records unless specifically authorized by the Executive Director or Program Manager.

By signing below, I agree to abide by this regulation and the policy of the CDC.

\_\_\_\_\_  
CDC Employee or Board Member Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

This policy is in compliance with the privacy regulations set forth by the Health Insurance Portability and Accountability Act (HIPAA) of 1996.