

HIPAA Privacy Policy and Procedures — Sunshine Home Health Services

Compliance Document

Generated: March 1, 2026

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1. Document Header & Purpose

HIPAA PRIVACY POLICY AND PROCEDURES

Sunshine Home Health Services
1234 Main Street, Suite 200
Tampa, FL 33601

Effective Date: [EFFECTIVE DATE]

This document establishes the privacy policies and procedures of Sunshine Home Health Services (hereinafter "the Organization") in compliance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA), as amended, and its implementing regulations at 45 CFR Parts 160 and 164.

The purpose of this policy is to ensure the confidentiality, integrity, and availability of all Protected Health Information (PHI) created, received, maintained, or transmitted by the Organization in the course of its healthcare operations.

This policy applies to all workforce members of the Organization, including employees, volunteers, trainees, contractors, and any other persons whose conduct is under the direct control of the Organization, whether or not they are paid by the Organization.

2. Definitions

For the purposes of this policy, the following terms shall have the meanings set forth below:

Protected Health Information (PHI): Individually identifiable health information that is transmitted or maintained in any form or medium, as defined in 45 CFR § 160.103.

Electronic Protected Health Information (ePHI): PHI that is transmitted or maintained in electronic media, as defined in 45 CFR § 160.103.

Covered Entity: A health plan, health care clearinghouse, or health care provider that transmits any health information in electronic form in connection with a HIPAA-covered transaction, as defined in 45 CFR § 160.103.

Business Associate: A person or entity that performs functions or activities on behalf of, or provides certain services to, a covered entity that involve access to PHI, as defined in 45 CFR § 160.103.

Designated Record Set: A group of records maintained by or for a covered entity that includes medical and billing records, enrollment, payment, claims adjudication, and case management records, as defined in 45 CFR § 164.501.

Minimum Necessary: The principle that covered entities must make reasonable efforts to limit PHI to the minimum necessary to accomplish the intended purpose, as required by 45 CFR § 164.502(b).

3. Privacy Officer Designation

In accordance with 45 CFR § 164.530(a)(1), the Organization hereby designates the following individual as its Privacy Officer:

Name: Jane Smith

Title: Compliance Director

Email: jane.smith@sunshinehomehealth.example.com

Phone: (813) 555-0101

The Privacy Officer shall be responsible for the development, implementation, and maintenance of the Organization's privacy policies and procedures. The Privacy Officer shall have the authority to oversee all ongoing activities related to the development, implementation, and compliance with the Organization's privacy policies.

Responsibilities include but are not limited to:

- Overseeing the creation and maintenance of privacy policies and procedures
- Receiving and responding to privacy-related complaints
- Coordinating privacy training for all workforce members
- Leading breach investigation and response efforts
- Serving as the point of contact for the HHS Office for Civil Rights

4. Uses and Disclosures of PHI

The Organization may use and disclose PHI for the following purposes without individual authorization, as permitted by 45 CFR § 164.506:

Treatment: The Organization may use and disclose PHI to provide, coordinate, or manage healthcare and related services. This includes consultations between healthcare providers regarding a patient and referrals for treatment.

Payment: The Organization may use and disclose PHI to obtain payment for healthcare services, including billing, claims management, and collection activities.

Healthcare Operations: The Organization may use and disclose PHI for its healthcare operations, including quality assessment, case management, care coordination, training programs, licensing, and business planning.

Uses and disclosures requiring written authorization (45 CFR § 164.508) include: marketing communications, sale of PHI, psychotherapy notes, and any use not otherwise permitted by the Privacy Rule.