Calbert + Harris

CONFIDENTIALITY STATEMENT

At Calbert & Harris, we are committed to safeguarding all Protected Health Information (PHI) in accordance with the Health Insurance Portability and Accountability Act (HIPAA) and all applicable federal and state privacy laws.

All employees, contractors, and affiliated partners must maintain strict confidentiality of any PHI accessed, created, received, or transmitted in the course of their duties. PHI includes, but is not limited to:

- Medical records, diagnoses, and treatment information
- Care plans, nursing notes, and health assessments
- Insurance and billing information
- Personal identifiers (name, address, date of birth, Social Security number, etc.)
- Any information that can be used to identify a client and relates to their health or services
- Use and Disclosure of Information

PHI will only be used or disclosed for:

- Treatment, care coordination, and service delivery
- Payment and billing purposes
- Healthcare operations
- When required by law
- With written authorization from the client or their legal representative

Safeguards

Calbert & Harris maintains appropriate safeguards to protect PHI, including:
Administrative safeguards: policies, staff training, and access controls
Physical safeguards: secure workspaces and document storage
Technical safeguards: secure systems, password protection, and encrypted communications

Minimum Necessary Standard

All workforce members agree to access and use only the minimum necessary information required to perform their job responsibilities.

Breach and Reporting

Any unauthorized access, use, or disclosure of PHI must be reported immediately. Calbert & Harris will investigate all potential breaches and take appropriate corrective action in compliance with HIPAA regulations.

Workforce Responsibility- All team members are required to:

- Sign a confidentiality agreement upon engagement
- Complete HIPAA training
- Protect client information during and after their role with the organization

Failure to comply with this policy may result in disciplinary action, termination, and/or legal penalties.

Name: _____**Signature:**_____

Date: _____