

GOODWILL INDUSTRIES OF MIDDLE GEORGIA AND THE CSRA

CORPORATE PROCEDURE: P13.1  
ORIGINATION DATE: 2/10/03  
LAST REVISION: 4/19/06  
APPROVAL: VP of Human Resources

**SUBJECT:** HIPAA Privacy Policy

**PURPOSE I:** The purpose of this procedure is to ensure that all employee Protected Health Information is kept confidential.

**SCOPE:** All employees of Goodwill Industries and the CSRA and Good Vocations, Inc.

**PROCEDURE:**

1. All Human Resources staff has been designated as Privacy Officer.
2. Goodwill will not keep individual health records for employees, other than health applications and pre-employment physicals.
3. Goodwill Industries will not have access to PHI (Protected Health Information) unless an employee asks for help with medical bills. Employee should contact the privacy officer if PHI needs to be accessed.
4. Access to non-HIPAA files will be limited to the CEO and Vice-Presidents.
5. If an employee feels there has been a privacy breach, he/she is to report it to the VP of Human Resources immediately.
6. Any Protected Health Information relating to FMLA or Workers' Compensation should be relayed only to the privacy officer. Management should still be notified of return dates and any work restrictions.
7. The designated privacy officer will be responsible for facilitating claims and signing authorizations for the insurance company or physician to release medical information.

**PURPOSE II:** The purpose of this procedure is to ensure that all client Information and records are kept confidential.

**SCOPE:** All clients served by Goodwill Industries of Middle Georgia and the CSRA and Good Vocations, Inc.

**PROCEDURE:**

1. Provide Informed Consent to all clients including the limits to confidentiality.
2. Confidential information can only be shared with valid written consent from client.
3. Safeguard client records and names.
4. All clients have the right to access and view their records.
5. Clients will be informed on how their information is kept, used, disclosed.
6. Health information can only be disclosed for health-related use, not for employment or financial decisions (with exceptions/permission).
7. Treat all clients with respect.