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| **POLICY TITLE:**  | Privacy Officer Policy - CP36 |
| **APPLIES TO:**  | All Clinical Staff at Caregiver Grove Behavioral Health  |
| **EFFECTIVE DATE:**  | December 1, 2018 |
| **ANNUAL** **REVIEW DATE:**   | January 1 (each calendar year) Updated: January 21, 2024 Reviewed: August 19, 2024 |
| **PURPOSE:**  | The purpose of Caregiver Grove Behavioral Health’s Privacy Officer policy is to designate a Privacy Officer. The policy will also ensure that the privacy and confidentiality of client records comply with state and federal regulations related to Protected Health Information (PHI).  |
| **DEFINITION:**  | Caregiver Grove Behavioral Health’s Privacy Officer is responsible for ensuring compliance with HIPAA regulations as defined by the U.S. Department of Health & Human Services.  |
| **POLICY**  | Caregiver Grove Behavioral Health must maintain a designated Privacy Officer in compliance with HIPAA regulations. The responsibilities of the Privacy Officer are indicated in the procedure in this policy. **Procedure** 1. The Privacy Officer is responsible for providing necessary information to Caregiver Grove Behavioral Health personnel and clients and/or their authorized representative about the Privacy Policy.
2. The Privacy Officer is responsible for implementation and development of Caregiver Grove Behavioral Health’s privacy policies and procedures.
3. The Privacy Officer is responsible for receiving complaints regarding privacy violations and documenting the complaints and disposition.
4. The Privacy Officer performs other privacy policy duties as assigned by the Operations department or other staff as designated.

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| **APPLICABLE STANDARDS:** | HIPAA |
| **EXCEPTIONS:**  |   |
| **APPROVERS:**  |  John Tooson IV | Chief Executive Officer (CEO)Arnethia Levey | Vice President, Program Development & Compliance |