

HEALTH INFORMATION PHYSICAL SECURITY POLICY

HR054

It is the policy of the Mental Health Association of Palm Beach County, Inc., not to collect or store protected health information from anyone contacting MHAPBC for services, nor to share identifying information we do collect with third parties.

However, in the course of our work, we occasionally obtain information that could be considered protected.

In the case of Peer Place Support Center, we keep attendance records and basic demographic information about people as necessary to maintain our sources of funding for our services. While it may be presumed that the only people using Peer Place Support Center have diagnoses of behavioral illnesses, it is our policy:

- (1) not to independently diagnose or prescribe any treatment for anyone using Peer Place Support Center;
- (2) not to require anyone to share a diagnosis with us in order to obtain services; and
- (3) not to keep records regarding any individual's health or mental health status, unless they voluntarily provide this to us as a matter of their own health and safety.

Any information shared with us by a client is to be kept in locked file cabinets and password protected documents. Any staff person viewing that information is required to keep a record of the data, time, and reason of the review in the same location(s) as the information.

In the case of formal mental health screenings we conduct either at Peer Place, Central Office, at Health Fairs, in outside clinician's offices, or by telephone, it is our policy:

- (1) to keep the results of the mental health screenings in locked file cabinets and password protected documents to protect the identity of the person who was screened;
- (2) not to permit unauthorized staff people to view the results;
- (3) to require staff reviewing the results to keep a record of the date, time, and reason they reviewed them and to keep this information in the same location as the results;
- (4) to release information obtained from screenings to a third party (such as a psychologist to whom we would refer) for follow-up diagnosis or treatment only if we obtain an authorization to release it from the patient. If this information needs to be shared with a service provider, we will only release that information to a third party (such as a psychologist to whom we would refer) if we get an authorization from the patient.