

**THE COUNSELING SOURCE, INC.  
POLICY AND PROCEDURE**

TITLE: Information Management

PURPOSE: In accordance with HIPAA, The Counseling Source will maintain written policies and procedures regarding the management of Protected Health Information (PHI) for both paper and electronic formats to ensure confidentiality of sensitive information.

POLICY: The Counseling Source will ensure that all PHI is secure and that staff follow procedures outlined in the HIPAA policies manual.

PROCEDURE:

1. The Counseling Source applies appropriate safeguards to protect the records, both written and electronic, of persons served and to ensure the confidentiality of administrative records. (Please see: HIPAA Policy and Procedures Manual)

REFERENCED STANDARDS AND REGULATIONS: CARF Behavioral Health Standards Manual; HIPAA Policy and Procedures Manual

EFFECTIVE DATE: 4/24/2006

REVIEWED: February 2018

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