

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

TITLE: Legal Requirements - Investigations

PURPOSE: To ensure that The Counseling Source, Inc. is in compliance with all the legal requirements in relation to external investigations and release of information.

POLICY: The Counseling Source, Inc. will ensure that all employees are aware of the appropriate procedures for responding to or participating in external investigations and release of information.

PROCEDURE:

1. When a request for information is received by an employee in the form of a subpoena, search warrant, or other type of investigation, the employee will notify the Executive Director immediately.
2. The Executive Director will contact the corporate attorney to review the request for authenticity and to guide the employee in the provision of requested information or participation in investigation.
3. Based on the type of request, the information will be provided verbally or in writing in compliance with the HIPAA Privacy Practices Policies and Procedures.
4. All questions regarding the process or procedure will be directed to the Executive Director.

REFERENCED STANDARDS AND REGULATIONS:

CARF Behavioral Health Standards Manual

EFFECTIVE DATE: 5/9/2006

REVIEWED: February 2018

David F. Turner, Executive Director

Date