

Bee Mindful Mental Health and Wellness Center, PLLC

HIPAA Privacy Policy

Effective Date: 1/1/2024

Introduction:

Bee Mindful Mental Health and Wellness Center, PLLC (hereinafter referred to as "Bee Mindful") is committed to protecting the privacy and confidentiality of protected health information (PHI) as required by the Health Insurance Portability and Accountability Act (HIPAA) and other applicable laws and regulations.

I. Purpose:

The purpose of this policy is to establish and maintain procedures to ensure the confidentiality, integrity, and availability of PHI, as well as to comply with the HIPAA Privacy Rule.

II. Privacy Officer:

Bee Mindful designates Benjamin Mangum as the Privacy Officer. The Privacy Officer is responsible for overseeing the development, implementation, and enforcement of this HIPAA policy.

III. Privacy Training:

All employees, contractors, and volunteers must receive HIPAA training upon hire and annually thereafter. Training will cover the HIPAA Privacy Rule, the clinic's policies and procedures, and the importance of maintaining the confidentiality of PHI.

IV. Use and Disclosure of PHI:

Bee Mindful will only use and disclose PHI as permitted by law and for purposes related to treatment, payment, and healthcare operations. Patient consent will be obtained for any uses or disclosures beyond these purposes, unless otherwise required or permitted by law.

V. Safeguarding PHI:

Bee Mindful will implement appropriate administrative, physical, and technical safeguards to protect the confidentiality and integrity of PHI. Access to PHI will be restricted to authorized individuals based on the principle of least privilege.

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VI. Patient Rights:

Patients have the right to access, amend, and request an accounting of their PHI. Bee Mindful will accommodate reasonable requests and provide patients with access to their PHI within the required time frames.

VII. Breach Notification:

In the event of a breach of unsecured PHI, Bee Mindful will promptly notify affected individuals, the Secretary of Health and Human Services, and, if necessary, the media, in accordance with applicable law.

VIII. Business Associates:

Bee Mindful will enter into written agreements with business associates that may have access to PHI, ensuring that they comply with HIPAA requirements.

IX. Complaints:

Patients have the right to file complaints regarding Bee Mindful's HIPAA compliance. Complaints should be directed to the Privacy Officer, and Bee Mindful will investigate and respond appropriately.

X. Policy Review and Revision:

This HIPAA policy will be reviewed and updated as necessary to ensure ongoing compliance with HIPAA and other relevant laws and regulations.

XI. Contact Information:

For questions or concerns regarding this HIPAA policy, please contact:

Privacy Officer

Bee Mindful Mental Health and Wellness Center, PLLC

Benjamin Mangum

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