# INDEX

# Equinox, Inc. HIPAA Privacy Policies and Procedures

### **Background**

| Policy #1 | Policy Overview and Handling Protected Health Information |
|-----------|---|
| Policy #2 | Key HIPAA Terms   |

### Privacy Officer

Policy #3 Privacy Officer

# **Notice of Privacy Practices**

Policy # 4 Notice of Privacy Policies

#### **General Requirements**

| Policy #5 | General Uses and Disclosures of Protected Health Information         |
|-----------|--|
| Policy #6 | Identifying Protected Health Information                             |
| Policy #7 | Minimum Necessary Uses, Disclosures and Requests of Protected Health |
|           | Information  |

# Personal Representatives

Policy #8 Personal Representatives

### **Identity Verification**

| Policy #9 | Verification of Entities Or Persons to Whom Protected Health Information May |
|-----------|--|
|           | Be Disclosed   |

# Patient Consent/Authorization Required for Disclosure of Protected Health Information

| Policy #10 | Consent and Authorization; Content and Process                                |
|------------|---|
| Policy #11 | Treatment   |
| Policy #12 | Payment   |
| Policy #13 | Health Care Operations  |
| Policy #14 | Highly Sensitive Information (HIV, Mental Health, Alcohol and Substance Abuse |
|            | Treatment and Genetic Information)  |
| Policy #15 | Appointment Reminders and Notice of   |
|            | Treatment   |

# Patient Consent/Authorization Not Required for Disclosure of Protected Health Information Under Specified Conditions

| Family and Friends   |
|--|
| Marketing and Fundraising                                      |
| Public Health Activities                                       |
| Law Enforcement Purposes                                       |
| Health Oversight Activities                                    |
| Judicial and Administrative Proceedings (Subpoenas and Orders) |
| Specialized Government Functions                               |
| Suspected Abuse, Neglect or Domestic Violence                  |
| Avert a Serious Threat to Health or Safety                     |
| Funeral Directors and Coroners and for Organ Transplants       |
| Research   |
| Business Associates  |
| Workers' Compensation  |
| Otherwise Required By Law                                      |
|  |

### **Patient Protections**

| Policy #30 | Access to Protected Health Information         |
|------------|--|
| Policy #31 | Amendment of Protected Health Information      |
| Policy #32 | Accounting of Disclosures                      |
| Policy #33 | Requested Restrictions on Uses and Disclosures |

# Privacy Safeguards

| Policy #34 | Storing and Safeguarding Protected Health Information |
|------------|---|
| Policy #35 | Destroying and Disposing of Protected Information     |
| Policy #36 | Maintaining Documentation                             |

### **Removal of Protected Health Information**

| Policy #37 | De-Identified Protected Health Information |
|------------|--|
| Policy #38 | Creating Limited Data Sets                 |

#### **Breach Notification**

Policy #39 Breach Notification

# Human Resources

| Policy #40 | Workforce Training  |
|------------|---|
| Policy #41 | Violations of Policies and Procedures (Sanctions and Mitigations) |
| Policy #42 | Complaints  |
| Policy #43 | Changes to HIPAA Policies and Procedures Policy                   |