

LOTUS RECOVERY HOUSE CONFIDENTIALITY POLICY

Purpose: To establish guidelines that ensure protection of staff, volunteers, residents, and other members associated with Lotus Recovery House.

1. Policy Guidelines

- A. All staff, volunteers, residents, and other members associated with Lotus Recovery House must agree to the Lotus Recovery House Confidentiality Statement and Agreement Form prior to interacting with residents and participating in agency business. Lotus Recovery House safeguards the privacy and confidentiality of all its applications and residents. Information that is discussed between residents and staff and between staff and other members of Lotus Recovery House may be confidential and it is prohibited that this information is disclosed to other individuals and/or agencies not affiliated with the home.
- B. Confidential information is information that is not available to the general public, including discussion of resident's and applicant's mental and physical health and health records, resident's addiction and personal history, verbal discussion regarding a participant's case and functioning in the home, documentation on the resident or applicant, information specifically protected by applicable state and federal confidentiality laws and other identifying personal information.
- C. Staff members of Lotus Recovery House have added responsibility to ensure resident's information is kept confidential. Staff may only discuss confidential information with their direct supervisor or other staff using the minimum necessity rule. Staff may only discuss the applicant/resident's confidential information for purpose of admission to Lotus Recovery House or as consented by the resident in writing.
- D. Resident paper records will be secured in a lock cabinet with access restricted to designated staff. Resident electronic records will be stored on a password-protected computer with access restricted to designated staff. In addition, resident information considered to be protected health information (PHI) under the Health Insurance Portability and Accountability Act (HIPAA) will be secured in compliance with the requirements of the HIPAA Security Rule.
- E. Disclosures of PHI to third parties will only be made in accordance with the requirements of HIPAA.
- F. Residents can give written consent for staff to discuss their confidential information with third parties using the Lotus Recovery House Release of Information Form. Residents have the right to revoke or change their consent at any time and may do so using the release form.
- G. Residents can give written consent for the MHRSB to authorize the use of photographs, articles, and videos for the purpose of public relations, education, levy campaigning, and advertising available services via media outlets. Outlets may include print ads, billboards, Board materials, website and social media. Residents have the right to revoke or change their consent at any time and may do so using the release form.

Approved By: 

Date Approved: April 16, 2020

Date Revised: January 28, 2021