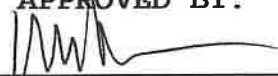


COUNTY OF IMPERIAL
DEPARTMENT OF BEHAVIORAL HEALTH SERVICES

POLICY AND PROCEDURE MANUAL

SUBJECT: Visitors	POLICY: 01-93
SECTION: Administration	EFFECTIVE DATE: 12-17-03
REFERENCE: 45 C.F.R. Sections 164.530(c) (1); 164.310(a)(2)(iii)	PAGE: 1 of 2
AUTHORITY: 45 C.F.R. Part 164	SUPERSEDES: New Policy
	APPROVED BY: 

PURPOSE: To establish a policy to ensure that when a visitor is present, certain safeguards are implemented to prevent unauthorized access and unintentional disclosure of confidential information.

SCOPE: The information in this document applies to all members of the workforce which includes employees, contract employees, volunteers, trainees, etc., granted access to protected health information (PHI).

NOTES: Section 164.530(c)(1) of the Health Insurance Portability Accountability Act (HIPAA) establishes that a covered entity must have in place appropriate administrative, technical, and physical safeguards to protect the privacy of protected health information. Section 164.310(a)(2)(iii) of the HIPAA Security Rule establishes as an addressable specification that covered entities implement policies and procedures to control visitor access to a facility.

DEFINITIONS: Visitor: Any person not currently employed or contracted for employment, volunteers, or trainees at ICBHS.

Workforce: Employees, volunteers, trainees, and other persons whose conduct, in the performance of work for the department, is under the direct control of the department, whether or not they are paid by the department.

POLICY: The following are standards to be followed when a visitor(s) are present at an ICBHS facility.

Access

Visitors must enter a Behavioral Health Services facility through the main lobby. It is prohibited for a visitor to enter through any other door. The receptionist is responsible for greeting the visitor.

Meetings

All meetings with visitors should take place in one of the conference or training rooms. If a conference room is not available, the alternative meeting place must not allow visitors access to confidential information.

Escort of Visitors

Visitors are to be escorted at all times if they enter an area designated for authorized personnel only. Visitors are only allowed in an area limited to authorized personnel if appropriate safeguards are in place to ensure the protection of confidential information.

Employee Responsibility

All ICBHS employees are responsibility for monitoring the actions of visitors and for taking reasonable precautions to prevent access to and disclosure of confidential information.

Enforcement

Supervisors are responsible for enforcing this policy and associated procedures. Employees who violate this policy or associated procedures are subject to disciplinary actions appropriate to the nature of the violation in accordance with the ICBHS sanction policy.