TABLE OF CONTENTS

Introduction
Policies & Procedures
Attachments
Acronym List

TOC

INTRODUCTION

Plan Purpose
How to Use this Handbook
Concept of Operations
Plan Administration and Maintenance
Record of Revision
Signatures

INTRO

POLICIES & PROCEDURES

POLICY A: HIPAA PRIVACY RULE — A
- A-1: Use & Disclosure of PHI
- A-2: Client Rights Regarding PHI
- A-3: Administrative Requirements
- A-4: Business Associates

POLICY B: HIPAA SECURITY RULE — B

POLICY C: ADMINISTRATIVE — C
- C-4: Asset Management – Supply Distribution to Clinics
- C-6: Asset Management – Gift Card Distribution
- C-7: Chart & Record Archiving

POLICY D: CLINICAL — D
- D-1: BMI Evaluation

POLICY E: MENTAL HEALTH — E

POLICY F: LAB LOGS — F

POLICY G: EXPOSURE CONTROL (OSHA) — G
- G-1: Annual Staff Training
- G-2: Cleaning of Bodily Fluids
- G-3: Handling of Biohazardous Material
- G-4: Disposing of Biohazardous Material
- G-5: Employee Post Exposure

POLICY H: — H

POLICY I: — I

POLICY J: — J

POLICY K: — K

POLICY L: — L

POLICY M: — M

POLICY N: — N

ATTACHMENTS

Name	Applicable Policies			
1. Privacy Authorization Matrix: Sharing Protected Health Information	A			
2. Required Elements of an Authorization to Release Protected Health Information	A			
3. Authorization of Request/Release of Protected Health Information Form: Edison	A			
4. School Based Clinics Organization Chart: Privacy	A			
5. City of Minneapolis HIPPA Hybrid Entity Structure	A			
6. Notice of Privacy Practices	A			
7. Data Privacy Acknowledgement Form	A			
8. Minor Consent Form	A			
9. Insurance Status Form				
10. Nursing Standing Orders				
11. Vaccination Standing Orders				
12. Authorization for Request/Release of Protected Health Information Form: Source Individual	G			
13. Consent for Special Testing: Source Individual	G			
14. Employee Declination Form: Hepatitis B Immunization	G			
15. Supplemental Physician Statement	G			
16.				
17.				
18.				
19.				
20.				
21.				
22.				
23.				
24.				
25.				
26.				
27.				
28.				
29.				
30.				
31.				
32.				
33.				
34.				
35.				
36.				
37.				
38.				
39.				
40.				
41.				
42.				
43.				
44.				
45.				
46.				

ACRONYM LIST

Term	Definition
CDC	Centers for Disease Control and Prevention
FEMA	Federal Emergency Management Agency
HIPAA	Health Insurance Portability and Accountability Act
MDH	Minnesota Department of Health
MDHFS	Minneapolis Department of Health and Family Support
NRN	Not Ready Now Program
PSC	City of Minneapolis Public Service Center (SBC Program Administration)
SBC	School Based Clinics
SSI	Safer Sex Initiative Program