

**MICHIGAN HOMES FOR VETERANS  
BOARD MANUAL**

**BOARD OF MANAGERS**

**BP-024**

**BOARD OF MANAGER OPERATIONS REVIEW – HIPAA COMPLIANCE**

Revised 6/18/2014

**Policy:** The Board of Managers will comply with member privacy rights and their individually identifiable health information as required by the Health Insurance Portability and Accountability Act (HIPAA), Standards for Privacy of Individually Identifiable Health Information, 45 CFR Parts 160 and 164 and all Federal and State regulations and their interpretive guidelines.

**Purpose:** The Board of Managers will comply with the HIPAA Requirements.

**Reference:** Health Insurance Portability and Accountability Act, Standards for Privacy of Individually Identifiable Health Information, 45 CFR Parts 160 and 164

**PROCEDURE:**

1. Member's of the Board of Managers-(BOM) will receive pertinent information regarding each prospective member including but not limited to financial, clinical and personal information.
2. One week prior to the scheduled meeting, the Clerk of the Board will prepare packets of information regarding prospective members and send them via the US Postal Service or by email to each member of the Board.
3. Items stamped with "CONFIDENTIAL" will be handed out at the next meeting and not mailed.
4. Hard copies of BOM packets that are emailed will be provided to the managers at the next scheduled meeting.
5. If it's decided to retain the packet, it is at the discretion of the "Members of the Board" to "secure" these documents or properly destroy them.

**YEARLY REVIEW FORM**

**BP-024**

**BOARD OF MANAGERS OPERATIONS REVIEW – HIPAA COMPLIANCE**

I have read and will comply with member privacy rights and their individually identifiable health information as required by the Health Insurance Portability and Accountability Act (HIPAA), Standards for Privacy of Individually Identifiable Health Information, 45 CFR Parts 160 and 164 and all Federal and State regulations and their interpretive guidelines.

This policy will be reviewed on a yearly basis.

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Board Member

Date