



332 W. Montauk Hwy Ste 3
Hampton Bays, NY 11946
☎ 631-287-1818
📠 631-994-3188

Dr. Heath Gutterman HIPAA Privacy and Security Policy

Effective Date: 1/1/2025

I. Policy Statement

Dr. Heath Gutterman is committed to protecting the privacy and security of our patients' protected health information (PHI) in compliance with the Health Insurance Portability and Accountability Act (HIPAA) of 1996 and its subsequent amendments. This policy outlines our practices for handling PHI and our commitment to maintaining confidentiality, integrity, and availability of patient information.

II. Scope

This policy applies to all employees, contractors, volunteers, and other personnel under the direct control of Dr. Karen Langone, who may have access to PHI.

III. Definitions

- **Protected Health Information (PHI):** Information, including demographic data, that relates to:
 - the individual's past, present, or future physical or mental health or condition,
 - the provision of health care to the individual, or
 - the past, present, or future payment for the provision of health care to the individual, and that identifies the individual or for which there is a reasonable basis to believe it can be used to identify the individual.

IV. Procedures

A. Use and Disclosure of PHI

- 1. Minimum Necessary Use:** Use of PHI should be limited to the minimum necessary to accomplish the intended purpose of the use, disclosure, or request.
- 2. Disclosure for Treatment, Payment, and Health Care Operations (TPO):**
 - PHI may be disclosed for treatment purposes, such as consultations between health care providers.
 - PHI may be used for payment activities, including billing and claims management.
 - PHI may be used for operational purposes, including quality assessment and improvement, licensing, and training.
- 3. Authorization and Consent:** Except as otherwise permitted or required by law, PHI will not be disclosed for any other purposes without a valid written authorization from the patient.

B. Patients' Rights

- 1. Right to Access:** Patients have the right to access and obtain a copy of their PHI.
- 2. Right to Amend:** Patients have the right to request an amendment to their PHI if they believe it is incorrect or incomplete.
- 3. Right to an Accounting of Disclosures:** Patients have the right to receive an accounting of disclosures of their PHI made by the practice.
- 4. Right to Request Restrictions:** Patients may request restrictions on certain uses and disclosures of their PHI.
- 5. Right to Confidential Communications:** Patients have the right to request communications of PHI by alternative means or at alternative locations.

C. Administrative Safeguards

- 1. Privacy Officer:** Dr. Heath Gutterman has designated a Privacy Officer responsible for developing and implementing policies and procedures for protecting PHI.
- 2. Employee Training and Awareness:** All employees will receive training on HIPAA regulations and the practice's policies and procedures upon hiring and annually thereafter.
- 3. Sanctions:** Violations of these policies will result in disciplinary action, up to and including termination of employment.

D. Security Measures

- 1. Physical Safeguards:** Appropriate physical safeguards will be in place to protect PHI, including secured offices and file storage areas to prevent unauthorized access.
- 2. Technical Safeguards:** Technical safeguards include the use of encryption, firewalls, and secure passwords to protect electronic PHI.
- 3. Data Breach Notification:** In the event of a breach of unsecured PHI, Dr. Karen Langone will notify affected individuals, the Department of Health and Human Services, and, if applicable, the media, in compliance with federal and state laws.

V. Revision and Review

This policy will be reviewed annually and revised as necessary to ensure compliance with HIPAA and related regulations.

VI. Acknowledgement

All employees, contractors, and other members of the workforce must acknowledge that they have received, read, and understood this HIPAA Privacy and Security Policy and agree to abide by its terms.

Client Signature

Date