

HIPAA Compliance Update and Archive Policy

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HIPAA COMPLIANCE UPDATE & ARCHIVE POLICY

Section 164.316(b)(2)(i)

PURPOSE

The purpose of implementing the following HIPAA Compliance Update and Archive Policy is to ensure Charles W. Roberts Pediatric Dentistry properly updates and archives all documentation pertaining to HIPAA compliance for the minimum timeframe required under HIPAA law.

POLICY

Charles W. Roberts Pediatric Dentistry must retain the following documentation for at least six years from the date of its creation or the date when it last was in effect, whichever is later.

- A written or electronic record of a designation of an organization as a CE (e.g., health plan, affiliated covered entity, etc.) or BA
- Information security and privacy policies and procedures implemented to comply with HIPAA, including any previous versions that were in effect in the last six years
- All documented settings, activities and assessments required by HIPAA
- All data use agreements and other forms supporting HIPAA compliance
- All signed HIPAA authorizations and, where applicable, written acknowledgements of receipt of the Notice of Privacy Practices (or, if applicable, documentation of good faith efforts to obtain such written acknowledgements)
- Any applicable Notice of Privacy Practices
- Designated record sets that are subject to access by individuals
- Documentation of the titles of the persons or offices responsible for HIPAA compliance, including not only those with overall responsibility for compliance, but also those responsible for receiving and processing requests for amendments by individuals, and those responsible for receiving and processing requests for an accounting by individuals
- Accounting of disclosures of protected health information (PHI)

Charles W. Roberts Pediatric Dentistry must also retain all patient protected health information or medical records for at minimum a period of six years.



In addition to knowing what HIPAA requires for retention, Charles W. Roberts Pediatric Dentistry also understands their other legal requirements for retention, from state, federal, international and contractual requirements.

Charles W. Roberts Pediatric Dentistry also mandates the updating of all HIPAA Compliance documentation at minimum once per year.

