

PRIVACY POLICIES AND PROCEDURES

1. **Purpose**
These Privacy Policies and Procedures are designed to ensure that SCHARP complies with all applicable state and federal laws governing the privacy and confidentiality of protected health information and that it adopts and follows proper practices in this area.
2. **Application to Facility**
The Privacy Policies and Procedures apply to all of SCHARP.
3. **Protected Health Information**
The Privacy Policies and Procedures apply to protected health information held by SCHARP. “Protected health information” consists of health information about a client that is in individually identifiable form. It includes all information, regardless of format, whether in written, oral, or electronic form.
4. **Clients and Personal Representatives**
The term “client” includes the client’s personal representative, unless the sense requires otherwise. A personal representative is any of the following:
 - A conservator of the person of an incompetent client
 - An agent appointed under a power of attorney for health care, if the client is incompetent
 - Designated responsible party
 - A personal representative (i.e., the executor or administrator) of the estate of a deceased client or any heir or beneficiary of a deceased client
 - Any other person who can make health care decisions on behalf of an incompetent client.
5. **Changes in Privacy Policies and Procedures**
SCHARP will change the Privacy Policies and Procedures, as necessary and appropriate to guide and reflect its practices with respect to the privacy and confidentiality of protected health information and to comply with changes in applicable state and federal laws.