

STANDARD OPERATING PROCEDURE	
SUBJECT:	EMS Billing
TOPIC:	HIPAA: FUND RAISING COMPLIANCE
Reference Number:	EMS-06-010
Effective Date:	July 1, 2006
Date Last Reviewed:	
Signature of Approval:	Frank E. Wright, Fire & Rescue Chief

1.01 **PURPOSE:**

From time to time, personnel representing the Winchester Fire and Rescue Department (WFRD) may engage in limited fund raising activities. Under certain circumstances, health care organizations may use or disclose Protected Health Information (PHI) without the written authorization of individuals for fundraising activities. The WFRD is committed to ensuring the privacy and security of an individual's health information and therefore will not utilize such information to raise funds.

1.02 **GENERAL:**

To stay within the guidelines of The Health Insurance Portability and Accountability Act (HIPAA) of 1996 to protect healthcare information obtained and safeguard the use of the PHI.

1.03 **RESPONSIBILITY:**

It is the responsibility of the Privacy Officer and Alternate Privacy Officer, to thoroughly train and familiarize WFRD members regarding HIPAA policies and procedures.

1.04 **POLICY:**

- The WFRD will not disclose or utilize protected health information for activities related to fundraising under any circumstances. This policy applies to all fundraising activities endorsed, supported, or carried out by the WFRD personnel including volunteer fundraising programs.
- Knowledge of a violation or potential violation of this policy must be reported directly to the WFRD Privacy Officer or Alternate Privacy Officer.

1.05 **REVOCATION:**

1.06 **REVISION:**

