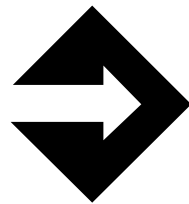


# **HIPAA PRIVACY WORKBOOK FOR GROUP HEALTH PLANS**

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## **LIST OF MODEL DOCUMENTS**

1. Decision Tree for Determining Health Care Provider Covered Entity Status
2. Decision Tree for Determining Group Health Plan Covered Entity Status
3. Plan Sponsor Certification
4. Plan Amendments
5. Policy and Procedures for Permitted Uses and Disclosures
6. Policy for Consent
7. Policy and Procedures for Written Authorizations
8. Policy and Procedures for Oral or Implicit Permission
9. Policy and Procedures for Minimum Necessary
10. Policy and Procedures for De-Identified Information
11. Policy and Procedures for Limited Data Sets
12. Authorization Form
13. Data Use Agreement
14. Use and Disclosure Survey Tool
15. Policy and Procedures for Business Associates

16. Business Associate Agreement Amendment Decision Tree
17. Business Associate Agreement
18. Policy and Procedures for Requests for Restrictions
19. Policy and Procedures for Requests for Confidential Communications
20. Request to Restrict Certain Uses and Disclosures
21. Response to Request for Restriction
22. Request for Confidential Communications
23. Response to Request for Confidential Communication
24. Privacy Protection Request Tracking Log
25. Policy and Procedures for Right to Access
26. Request for Access
27. Grant of Request for Access
28. Notification of Additional Time to Respond
29. Denial of Request for Access
30. Access Request Tracking Log
31. Policy and Procedures for Amendment Requests
32. Amendment Request
33. Notification of Additional Time to Respond to Amendment Request
34. Denial of Request for Amendment
35. Grant of Amendment Request
36. Requestor's List of Persons or Entities to be Notified of Amendment
37. Notice to Others of Amendment
38. Amendment Request Tracking Log
39. Policy and Procedures for Accounting Requests
40. Request for an Accounting of Disclosures
41. Notification of Additional Time to Respond to Accounting Request
42. Notification of Charges for Second Request in 12 Month Period
43. Accounting of Disclosures
44. Accounting Request Tracking Log
45. Agreement to Receive Privacy Notice Electronically
46. Notice of Privacy Practices
47. Policy and Procedures for Privacy Official
48. Policy and Procedures for Privacy Contact

49. Policy and Procedures for Privacy Training
50. Policy and Procedures for Sanctions
51. Policy and Procedures for Safeguarding Protected Health Information
52. Policy and Procedures for Privacy Complaints
53. Policy and Procedures for Mitigation of Harm
54. Policy Against Retaliation or Intimidation
55. Policy Against Waiver of Rights
56. Response to Privacy Complaint
57. Privacy Official's Job Description
58. Notice of Disclosure of Medical Information Relating to Workplace Injury or Surveillance