

C. Graham Consulting, Inc.

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Office Security Policy

Patient's Rights

All patients will be asked to sign a consent form. No patient can be seen without the consent. This clinician will provide a copy of the signed consent form. The original will be kept in the patient's record. The patient will be given a copy of any authorization that he/she signs.

Confidentiality

This clinician agrees that any information learned in this office will be kept completely confidential. This will extend to business associates.

Physical security

All medical records and financial information containing individual identifiable patient information will be kept off site in a locked car trunk or locked file cabinet in clinician's home office. This room is off limits to unauthorized entry. Records will be disposed of by shredding and trashing, after expiration of required record storage time.

Computer

The patient information kept in the computer, patient billing, will be backed up monthly and duplicate disks will be kept in the home office. Back up disks will be kept in locked files. The computer will be pass coded and the code changed periodically for security. This computer will only be used by this clinician. The computer screen saver will be set so that it goes on when operator steps away from the machine.

Documentation

Any request for personal information will be documented in the patient's record with date, information supplied and party to whom information was provided. For any requests that are not covered by the consent (insurance information) an authorization must be completed and signed by the patient or his/her representative. This authorization will have an expiration date not to exceed one year from date signed.