

Ministries of Jesus
HIPAA Policy
24 June 2003

It is the intent of the Ministries of Jesus to comply with all HIPAA guidelines to maintain the privacy of all clients' individually identifiable health information. Our policy is delineated in the document "**NOTICE OF PRIVACY PRACTICES**" (attached).

1. This notice will be made available to each client to read and a copy will be given to each patient that requests one at the time a chart is opened with MoJ.
2. Each patient must fill out and sign a "**Patient Acknowledgement**" form of our Notice of Privacy Practices policy. This signed form will be kept in the patient's record.
3. MoJ will not accept as a client any patient that refuses to read, or have read to them the Notice of Privacy Practices statement or refuses to sign the Patient Acknowledgement form.
4. All MoJ employees and volunteers will be made aware of this policy.