

## **Philosophy on the Protection of Health Information**

The safeguard of individualized health information, employee information and business practices information is not only a legal requirement, but also an important ethical obligation. The information contained in the medical record has been entrusted to us by our patients. Confidentiality about our employees has to be protected and maintained. Information related to the operation of our business must be guarded. This highly sensitive information, whether verbal, written, paper based, electronic, or other technologic formats yet to be developed, requires thoughtful and attentive management by those who have access to it. Every person who creates, collects, stores, processes or performs work for Total Health Care, Inc. through employment, contract, vendor, volunteer, or student is committed to ensuring the confidentiality and security of that data. This includes all information that is the property of the organization, the patient, caregivers, researchers, or any other party, and has been entrusted to the organization for use and safekeeping.

Total Health Care, Inc. is entrusted by its patients and required by law to ensure the privacy of individually identifiable health information. This protected health information is preserved by law and regulatory requirements and these laws and regulatory requirements will be upheld by each individual involved with this organization.

The Privacy Official and Contact for this organization is designated as:

Title: Director of Special Programs & Administrative Services  
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