

NOTICE OF SECURITY PRACTICES

It is the policy on New Horizons Community Service Board to fully comply with HIPAA. HIPAA has some very specific guidelines which we all must follow. ITS maintains an internal Security Policy and Procedure which meets the HIPAA guidelines. For any audit finds not corrected, there are some serious sanctions. The complete HIPAA Security Manual is maintained in the ITS Directors office and other locations. This manual will be updated by HIPAA from time to time. The manual may also be viewed at the following link <http://www.newhorizonscsb.org/NPP.pdf>.

Contact Information Regarding Our Security Practices

If you have questions, concerns, or complaints about our security practices, or if you disagree with a decision regarding access to your information, please contact Jim Thomas 2100 Comer Avenue, Columbus, Georgia 31907 (706) 596-5581. You may also file a grievance with the U.S. Department of Health and Human Services, 200 Independence Avenue, SW, Room 509F, HHH Building, Washington, D.C. 20201, 1-877-696-6775. You will not be penalized for filing a complaint or grievance.