

Bethany Life Communities	Date Written: 2-24-2003	Date Revised: 5-1-2009
<i>HIPAA Administrative Policies and Procedures (HIPAA Privacy)</i>	Page 1 of 1	

Policy Statement

Bethany Life Communities has developed administrative policies and procedures to assist in complying with current HIPAA regulations and guidelines governing privacy issues.

Policy Interpretation and Implementation

1. The HIPAA Compliance Officer, in coordination with the Corporate Integrity Committee, is responsible for the research, development, implementation, and maintenance of Bethany Life Communities' HIPAA policies and procedures.
2. Any revisions to Bethany Life Communities' privacy notices or policies and procedures will be made available to residents, family members, representatives, team members, business associates, etc. within five (5) working days of the release of such revisions. Current versions of all HIPAA related policies and procedures will be maintained on the Bethany Life Communities website (www.bethanylife.org).
3. A copy of our HIPAA administrative policies and procedures and any revisions will be maintained for a period of six (6) years. Such retention may be in printed or electronic format, or both.
4. Inquiries relative to our HIPAA policies and procedures should be directed to the HIPAA Compliance Officer or to the CEO/President.