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|  VIOLATIONS OF PRIVACY POLICIES AND PROCEDURES  | NO.  |
| Employees and Agents of American Health Enterprises, Inc. and its affiliated entities are subject to disciplinary action for failure to comply with organizational privacy policies and procedures in compliance with HIPAA regulatory guidelines. This includes failure to report a suspected violation of these requirements, and/or policies and procedures. Depending on the severity of the violations, disciplinary action may range from oral reprimand to termination, in accordance with the organization’s established progressive discipline practices, as outlined in the employee handbook. It is a generally observed practice of this organization that progressive disciplinary policies include re-education. Disciplinary actions must be documented, and will be included in individual personnel files.There is a range of penalties that can apply to employees and agents, and the institution for violations of federal and state law. These penalties may include monetary fines, civil and criminal legal actions, and exclusion from participation in federal and state programs.It is the policy of American Health Enterprises, Inc. and its affiliated entities to mitigate known harmful effects of a violation, whether it is caused by an agent or employee of the provider, or by a business associate.   |
| Approved: | Effective Date: | Revision Date:3/17 | Change No.: | Page: 1 of 1 |