



## Notice of Privacy Practices

Gompers Habilitation Center (GHC) abides by all Health Insurance Portability and Accountability Act regulations also known as **HIPAA**.

**This Notice is effective as of April 14, 2004.**

GHC is required to abide by the terms of the Notice of Privacy Practices that is most current. Gompers Habilitation Center reserves the right to change the terms of this Notice at any time. Any changes will be effective for all protected health information that we maintain. The revised Notice will be posted in Gompers' front lobby. You may request a copy of the revised Notice at any time.

GHC has designated a Privacy Officer to answer your questions about our privacy practices and to ensure that we comply with applicable laws and regulations. The Privacy Officer also will take your complaints and give you information about how to file a complaint.

Our Privacy Officer is the Human Resources Director. You can contact the Privacy Officer at (602) 336-0061, extension 103. His name is James Plutowski.

### SECURITY...

All information in GHC that is HIPPA protected is handled in the following manner. When brought into the facility, materials are inventoried and placed into a locked caged area. There are only 2 keys to this area and both are held by certified and bondable staff. Once the materials are ready for scanning, they are brought by one of the certified staff to the scanning room which is kept locked at all times. After scanning is completed, the materials are brought back to the caged area and will be picked up by a certified shredding company or sent back to the customer.

### Employees....

All GHC employees must pass criminal background checks, hold a current Arizona fingerprint clearance card and pass random drug and alcohol screenings.

Fredric R. Siegel  
Director of Vocational Services  
623-215-0845