

**Level Up Recovery**  
**CONFIDENTIALITY AND SECURITY POLICY FOR CLIENT RECORDS**

**POLICY:**

To rigorously uphold the confidentiality and security of client records in alignment with the Health Insurance Portability and Accountability Act of 1996 (HIPAA), applicable federal and state laws, and further guidelines concerning the confidentiality of alcohol and drug abuse patient records.

**PURPOSE:**

To safeguard the personal and medical information of clients, ensure the trustworthiness of our facility, and remain compliant with national standards and legislation.

**PROCEDURE:**

**A. Maintenance of Confidentiality and Security:**

1. Level Up Recovery shall implement measures to secure client records in accordance with: a. HIPAA (42 U.S.C. 1320d-2 to 1320d-8 and 45 C.F.R. Parts 160 and 164), which encompasses the security stipulations set by subparts A and C of 45 C.F.R. Part 164. b. Relevant federal or state laws, notably 42 U.S.C. 290 ee-3, and the Confidentiality of Alcohol and Drug Abuse Patient Records (42 C.F.R. Part 2).

**B. Use and Disclosure of Client Records:**

1. Level Up Recovery will manage the use and disclosure of client records in congruence with: a. HIPAA regulations (42 U.S.C. 1320d-2 to 1320d-8, and 45 C.F.R. Parts 160 and 164). b. 42 U.S.C. 290 ee-3 and the Confidentiality of Alcohol and Drug Abuse Patient Records (42 C.F.R. Part 2).

**C. Enhanced Levels of Confidentiality and Security:**

1. Level Up Recovery recognizes the discretion to institute higher tiers of confidentiality and security beyond those mandated by: a. HIPAA. b. 42 U.S.C. 290 ee-3 and the Confidentiality of Alcohol and Drug Abuse Patient Records.
2. We are committed to continually reviewing and, if deemed necessary, elevating our security protocols and confidentiality standards to offer unparalleled safety and trust for our clients.

**RESPONSIBILITY:**

The Leadership Team, Administrator, and Information Security Officer are jointly accountable for the implementation, adherence to, and regular assessment of this policy. All personnel, including clinicians, case managers, and support staff, must be trained and vigilant in ensuring the confidentiality and security of client records.

**TRAINING:**

All personnel shall undergo regular training sessions on:

1. The nuances of HIPAA compliance.
2. Best practices for maintaining the confidentiality of Alcohol and Drug Abuse Patient Records.
3. Updated security protocols and measures, as introduced.

**REFERENCES:**

HIPAA (42 U.S.C. 1320d-2 to 1320d-8 and 45 C.F.R. Parts 160 and 164), 42 U.S.C. 290 ee-3, and Confidentiality of Alcohol and Drug Abuse Patient Records (42 C.F.R. Part 2).

**EFFECTIVE DATE:**

11/30/2023

**REVISION/REVIEW DATE:**

11/30/2025