

*The Mind and Body Consortium*  
 156 S. State Street Dover, DE 19904  
 769 E Masten Circle Milford, DE 19963  
 118 Sandhill Drive, Suite 200 Middletown, DE 19709  
 900 Foulk Road, Suite 200 Wilmington Delaware 19803  
 Phone: 302-674-2380 Fax: 302-674-1299

**Personal Information**

Name

Address	City	State	Zip

Phone number	Email address

Are you legally eligible to work in the US?	Are you a veteran?
Yes                      No	Yes                      No

If selected for employment are you willing to submit to a background check?

Yes                      No

**Position**

Position you are applying for	Available start date	Desired pay

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### Employment History

<b>Employer (1)</b>	Job title		Dates employed
Work phone	Starting pay rate		Ending pay rate
Address	City	State	Zip
<b>Employer (2)</b>	Job title		Dates employed
Work phone	Starting pay rate		Ending pay rate
Address	City	State	Zip

### Signature Disclaimer

I certify that my answers are true and complete to the best of my knowledge.  
 If this application leads to employment, I understand that false or misleading information in my application or interview may result in my employment being terminated.

Name (please print)	Signature
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## Health Insurance Portability and Accountability Act of 1996 (HIPAA)

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) is a federal law that required the creation of national standards to protect sensitive patient health information from being disclosed without the patient's consent or knowledge. The US Department of Health and Human Services (HHS) issued the HIPAA Privacy Rule to implement the requirements of HIPAA. The HIPAA Security Rule protects a subset of information covered by the Privacy Rule.

### HIPAA Privacy Rule

The Privacy Rule standards address the use and disclosure of individuals' health information (known as "protected health information") by entities subject to the Privacy Rule. These individuals and organizations are called "covered entities." The Privacy Rule also contains standards for individuals' rights to understand and control how their health information is used. A major goal of the Privacy Rule is to ensure that individuals' health information is properly protected while allowing the flow of health information needed to provide and promote high quality health care and to protect the public's health and well-being. The Privacy Rule strikes a balance that permits important uses of information while protecting the privacy of people who seek care and healing.

## Covered Entities

The following types of individuals and organizations are subject to the Privacy Rule and considered covered entities:

- **Healthcare providers:** Every healthcare provider, regardless of size of practice, who electronically transmits health information in connection with certain transactions. These transactions include claims, benefit eligibility inquiries, referral authorization requests, and other transactions for which HHS has established standards under the HIPAA Transactions Rule.
- **Health plans:** Entities that provide or pay the cost of medical care. Health plans include health, dental, vision, and prescription drug insurers; health maintenance organizations (HMOs); Medicare, Medicaid, Medicare Choice, and Medicare supplement insurers; and long-term care insurers (excluding nursing home fixed-indemnity policies). Health plans also include employer-sponsored group health plans, government- and church-sponsored health plans, and multi-employer health plans.
  - Exception: A group health plan with fewer than 50 participants that is administered solely by the employer that established and maintains the plan is not a covered entity.
- **Healthcare clearinghouses:** Entities that process nonstandard information they receive from another entity into a standard (i.e., standard format or data content), or vice versa. In most instances, healthcare clearinghouses will receive individually identifiable health information only when they are providing these processing services to a health plan or healthcare provider as a business associate.
- **Business associates:** A person or organization (other than a member of a covered entity's workforce) using or disclosing individually identifiable health information to perform or provide functions, activities, or services for a covered entity. These functions, activities, or services include claims processing, data analysis, utilization review, and billing.

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## HIPAA Security Rule

While the HIPAA Privacy Rule safeguards protected health information (PHI), the Security Rule protects a subset of information covered by the Privacy Rule. This subset is all individually identifiable health information a covered entity creates, receives, maintains, or transmits in electronic form. This information is called “electronic protected health information” (e-PHI). The Security Rule does not apply to PHI transmitted orally or in writing.

To comply with the HIPAA Security Rule, all covered entities must do the following:

- Ensure the confidentiality, integrity, and availability of all electronic protected health information
- Detect and safeguard against anticipated threats to the security of the information
- Protect against anticipated impermissible uses or disclosures
- Certify compliance by their workforce

Covered entities should rely on professional ethics and best judgment when considering requests for these permissive uses and disclosures. The HHS Office for Civil Rights enforces HIPAA rules, and all complaints should be reported to that office. HIPAA violations may result in civil monetary or criminal penalties.

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## HIPAA Violation Penalty Structure

Penalties for HIPAA violations can be issued by the Department of Health and Human Services' Office for Civil Rights (OCR) and state attorneys general. The four categories used for the penalty structure are as follows:

- **Tier 1:** A violation that the covered entity was unaware of and could not have realistically avoided, had a reasonable amount of care had been taken to abide by HIPAA Rules
- **Tier 2:** A violation that the covered entity should have been aware of but could not have avoided even with a reasonable amount of care. (but falling short of willful neglect of HIPAA Rules)
- **Tier 3:** A violation suffered as a direct result of "willful neglect" of HIPAA Rules, in cases where an attempt has been made to correct the violation
- **Tier 4:** A violation of HIPAA Rules constituting willful neglect, where no attempt has been made to correct the violation

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Each category of violation carries a separate HIPAA penalty. It is up to OCR to determine a financial penalty within the appropriate range. OCR considers several factors when determining penalties, such as the length of time a violation could persist, the number of people affected, and the nature of the data exposed. An organization's willingness to assist with an OCR investigation is also considered. The general factors that can affect the level of financial penalty also include prior history, the organization's financial condition and the level of harm caused by the violation.

- **Tier 1:** Minimum fine of \$100 per violation up to \$50,000
- **Tier 2:** Minimum fine of \$1,000 per violation up to \$50,000
- **Tier 3:** Minimum fine of \$10,000 per violation up to \$50,000
- **Tier 4:** Minimum fine of \$50,000 per violation

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**Acknowledgement of Receipt for The Mind and Body Consortium**

**HIPPA Confidentiality Form**

(Employee Copy)

I acknowledge that I have received a copy of HIPPA Confidentiality Form for The Mind and Body Consortium.

I acknowledge that this form was verbally explained to me and that I had the opportunity to ask questions if I was unsure of the policy of HIPPA.

I acknowledge that I could be written up, terminated or fined if I break HIPPA compliance in any way.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_

Company Representative: \_\_\_\_\_

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