



## **BHS Policies & Procedures**

### **Maniilaq Behavioral Health Services**

#### **PRIVACY POLICY**

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MBHS will ensure the privacy of the client seeking and/or receiving services as required under Federal Health Insurance Portability and Accountability Act (HIPAA) Privacy Regulations (45 CFR Parts 160 & 164) and the Federal Alcohol and Other Drug (AOD) Confidentiality Regulations (42 CFR Part II).

##### **PROCEDURE**

- A client will receive written information regarding confidentiality rights during intake.
- Clients may opt to receive non-clinical communications (e.g., appointment reminders) via **Zoom SMS text messaging**, after signing a separate, written **Zoom SMS Consent Form** at intake.
- Consent forms will include the client's mobile number and contain the following required disclosure:  
"By providing a telephone number and submitting this form, you are consenting to be contacted by SMS text message. Message frequency varies. **Message & data rates may apply.** Text **HELP** for help. Reply **STOP** to opt out of further messaging."
- You may receive messages from the following **Maniilaq BHS staff** based on your care team or service type:
  - 907-921-4201
  - 907-202-8367
  - 907-206-7384
  - 907-531-4173
  - 907-531-4171
  - 907-531-4179
- Maniilaq's use of Zoom SMS messaging complies with the following privacy disclosure:  
**"No mobile information will be shared with third parties/affiliates for marketing/promotional purposes. All other categories exclude text messaging originator opt-in data and consent; this information will not be shared with any third parties."**
- All written materials pertaining to a client will be stored in a client file. Client files are maintained in the MCRC central records room located at the Ferguson Building.