Policy Title: HIPAA Medical Privacy

MGS, Inc.is a covered entity as defined by HIPAA and we do maintain health care and related plans that are subject to HIPAA requirements. Therefore, MGS HIPAA privacy and security provisions will apply to protected health information (PHI) maintained by the company.

HIPAA regulations will be followed in administrative activities undertaken by assigned personnel when they involve PHI in any of the following circumstances: health information privacy, health information security and health information electronic transmission.

MGS will consider any breaches in the privacy and confidentiality of handling of PHI to be serious, and disciplinary action will be taken in accordance with our code of conduct.

MGS has designated the Human Resources Manager as the HIPAA compliance officer (HCO), and questions regarding policy provisions should be addressed to the HCO. This policy is supplemented by new operating procedures issued by the HCO and will be effective immediately. Company records that are governed by this policy will be maintained for a period of no less than six years, and when the maximum retention period has passed, the records will be subject to the company's policy for completed record destruction.