

Red Flag Policy (Identity Theft Prevention)

APC follows all federal and state laws and reporting requirements regarding identity theft. APC strives to prevent the intentional or inadvertent misuse of client names, identities, identifying information and medical records; to report criminal activity relating to identity theft and theft of services to appropriate authorities, and to take steps to correct and/or prevent further harm to any person whose name or other identifying information is used unlawfully or inappropriately.

It is company policy that all staff will be informed about how to detect and respond to potential use of fraudulent identification. The full policy can be found in BambooHR (Policies and Procedures). All employees must verify they have been informed of and understand APC's Red Flag Policy, which is indicated by signing verification that the employee has read and understands this handbook.