

# **Heroin Anonymous World Service Conference**

## **Hospitals & Institutions Committee**

Suggested Guidelines and Information



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## **H&I World Service Conference Committee Statement of Purpose**

The purpose of this committee is to unify the usage of conference approved guidelines, promote communication amongst the fellowship, to bring excitement throughout the fellowship about carrying the message to those who are still sick and suffering, and to share ideas between the fellowship from all levels; including districts, areas, and world.

## **Purpose of Hospitals and Institutions Committee**

The purpose of the hospitals and institutions committee is to help carry the message of Heroin Anonymous to those who are still sick and suffering from heroin addiction and are in hospitals and/or institutions. The facilities that may be served will include but are not limited to correctional facilities, detox centers, sanitariums, juvenile detentions centers, halfway houses, sober living homes, and shelters that are either private or government supported. In any of these facilities it is important to remember that confinement may be voluntary or not.

In keeping with tradition nine: H.A., as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve.

Our meetings are to be held upon successful outreach or invitation from the facilities themselves and it is very important that we remember to never have any affiliation with these facilities.

## **What is a H&I Meeting?**

There are very important differences to recognize and remember when carrying the message of Heroin Anonymous through H&I rather than through a normal open meeting. These meetings should normally be started within the H&I subcommittee. They are generally not open to the public, which means that attendees may be mandated to attend to continue their stay at the facility. These meetings are brought in by members of H.A. They are usually not listed with the district, area, or world directory and they do not observe the 7<sup>th</sup> tradition. To establish clear communication between our fellowship and the facilities it is important that the H&I subcommittee works very closely with P.I. A person should never act by themselves to start a meeting at a facility, this should always be done in the subcommittee.

## **The H&I Basket**

If any meeting within an area or district decides that they want to pass around a basket for the sole purpose of collecting money for H&I they can obtain the correct label for that by contacting the World Service Office. If a home group chooses to pass around a basket for H&I, which is separate from the 7<sup>th</sup> tradition, they have found that a slight change to the format is necessary to have a clear distinction. It is usually as follows: at the point that the 7<sup>th</sup> tradition is observed it is best to add a small insert such as;

The 7<sup>th</sup> tradition reminds us that we are fully self-supporting through our own contributions. The basket that is being passed around now is to help support carrying the message into Hospitals and Institutions. This money helps to buy books, key tags, literature, meeting lists, and any other materials that are needed to help carry the message of Heroin Anonymous to those who are not able to get out to an open meeting.

Of course, All funds that are raised during the passing of this basket are to go back to the H&I subcommittee at your local district or area. This subcommittee is responsible to deposit and allocate all funds as they see necessary. It is important to remember these individuals are trusted servants that have been elected to their position and should be trusted as such.

## **The Importance of the H&I Basket**

As long as we have been around it has always been customary to drop a dollar in the basket while observing the 7<sup>th</sup> tradition. This is a great start to help a growing fellowship, but it seems that as the district or area grows, and costs continue to increase, the amount of the donations stay the same. The result of this is usually several fundraisers that are put on by numerous committees throughout the year to help combat the amount of money it takes to keep them fully self-supporting. Although this helps to bring money in, there seems to be a point when money seems to go away again. It is true, yes, that most open meetings can sustain on their own because they buy their own supplies but the same cannot be said for Hospitals and Institutions. H&I meetings rely solely on the contributions that are given through our members as they do not collect donations inside of facilities.

One common solution that we have seen work over the years is passing a basket to collect contributions that are specifically given to support the Hospitals and Institution's subcommittee. This allows our fellowship to remain in line with our traditions by keeping us fully self-supporting and it also allows the H&I subcommittee to purchase books, key tags, literature, meeting lists, and any other material that is needed to run these meetings. In addition to allowing our fellowship to continue to carry the message to those who are still sick and suffering. Passing this basket also helps to alleviate some of the financial stress on the areas and/ districts also because they are not having to use their financial resources to support this subcommittee and subsequently they are able to allocate those funds elsewhere to allow the continued growth of this fellowship. Not only does passing this basket help to support those who are in desperate need of a common solution and are unable currently to go out and find it, but it also becomes a morale booster to our members who carry the message of Heroin Anonymous into these facilities by seeing how much support they are receiving from the rest of the fellowship.

If this seems like something you would like to implement in your area or district you will want to be sure to attend your next business meeting and bring this up for discussion. It is important to remember that we never act alone in this fellowship, so this decision is something you will want to have the support of from your area or district. You will want to keep in mind, that each group is autonomous so the decision to pass the basket will ultimately come down to the group conscience of each individual meeting to decide whether they want to pass the basket or not. Once a group has decided that they want to support this they will need a place to collect these donations. The easiest solution is usually to keep (if you have one at your meeting) or get a 1-pound coffee can that is empty. After you have the can you may obtain the correct label by contacting the World Service Office or by going to our website and printing off the label. One of the most important things about this process is to make sure there is a very clear distinction between the 7<sup>th</sup> tradition basket and the H&I basket to make sure that our members know exactly what their contributions are for. It is also just as important to announce during the passing of this what the money collected will be used for. Usually, something as simple as this works well: The 7<sup>th</sup> tradition reminds us that we are fully self-supporting through our own contributions. The can that is being passed around now is to help support Hospitals and Institutions. This money helps to buy books,

key tags, literature, meeting lists, and any other materials that are needed to help carry the message of Heroin Anonymous to those who are not able to get out to an open meeting.

A very common concern amongst our members when giving money is whether the money will be used for what is being said. It is very important to remember that the people that are a member of that meeting and the members of the H&I subcommittees are all trusted servants. One should recommend to these concerned people to become a representative for the home group, district, or area and to be sure to attend the monthly business meetings that should be held by the H&I subcommittee. The funds that are collected and given to the district or area are then placed in a bank account that is to be set up. At the end of the year the funds that are collected are totaled up and then divided by 12 which then becomes the monthly budget for the H&I subcommittee.

### **H&I Basket Label**

## Hospitals & Institutions



All money raised through this goes to buy chips, literature, books, meeting lists, and more for those who are currently in a closed facility.

## **Monthly Area Business Meetings**

Each month there is to be a business meeting held by the Chairperson. In the event of an urgent or special matter there may be an emergency meeting called by the Chairperson suddenly. If Chair person is unable to attend the meeting, then it is the responsibility of the Vice Chairperson to handle the duties. A suggested format of how to run the monthly business meeting is included in this literature.

## **Election Procedures**

Nominations for positions with the H&I committee should be held every 2 years. If each area/district/region wishes they may stagger the positions to make sure that all position reelections to not overlap each other. Every member of the H&I committee has one vote, except for the Chairperson, with both nominations and elections. The duties and responsibilities are included in the section labeled "Duties and guidelines."

## **Voting and Quorum Procedures**

A quorum is compiled by 2/3 or more of the acting voting members on the committee. If there are not at least 2/3 voting members in attendance, then there should not be any new business that is voted on. If an active voting member is unable to attend the meeting, he/she should notify the board so that they may remain active on the voting member roster.

## **Structures and Guidelines for Area**

Chairperson- Suggested length of sobriety is 2 years. Suggested committee service experience prior is 1 year. Suggested term length is 2 years. Position filled via election. Duties and responsibilities to include but not limited to: A. Coordinate and direct all committee activities. B. Attend all business meetings that are related to institutional work. C. Keep informed on all matters affecting the committee. D. Supply and discuss with new Meeting Chairpersons the: requirements, duties, and responsibilities of the position. E. Notify any Meeting Chairperson not in compliance with attendance requirements prior to the next committee business meeting. F. Should the need arise, direct the removal of a Meeting Chairperson or Vice Chair. This action requires a simple majority vote of the full committee. G. Temporarily fill any open Meeting Chairperson position by appointment. At the next regularly scheduled committee business meeting, the position will be filled in the normal manner.

Vice Chairperson- Suggested length of sobriety is 1 year. Suggested committee experience is 6 months. Suggested length of term is 2 years. Position filled via election. Duties and responsibilities to include but not limited to: A. Attend all meetings that are related to Institutional work. B. Work closely with the Chairperson in any capacity as delegated by the Chairperson. C. Assume the Chairperson's responsibilities in his or her absence.

Treasurer-Suggested length of sobriety is 1 year. Suggested committee service experience is 6 months. Suggested term length is 2 years. Position filled via election. Duties and responsibilities to include but not limited to: A. Account for all monies of the committee. B. Maintain a post office box. C. Maintain the accounting for monies received and distributed for the purchase of literature, expenses of printing, and other appropriate incidentals. D. To be gainfully employed and/or financially stable.

Secretary- Suggested length of sobriety is 6 months. Suggested committee service experience is 3 months. Suggested term length is 2 years. Position filled via election. Duties and responsibilities to include but not limited to: A. Keep minutes and attendance records of H&I business meetings and supply them to members. B. Handle mailing of literature and announcements. C. Handle all revisions and distribution of any and all updated literature.

Outreach/ Fundraising- Suggested length of sobriety is 1 year. Suggested committee service experience is 6 months. Suggested term length is 2 years. Position filled via election. Duties and responsibilities to include but not limited to: A. Plan H&I activities/events, and people-raisers. B. Appoint such people necessary to help with these duties.

Chips & Lit- Suggested length of sobriety is 6 months. Suggested committee experience is 3 months. Suggested term is 2 years. Position filled via election. Duties and responsibilities to include but not limited to: A. Obtain and keep on hand a sufficient inventory of soft literature and key chains from World Services or District Service Committee. B. Distribute literature at the monthly committee business meeting. C. At his or her discretion, appoint an assistant literature person.

Institutional Public Information- Suggested length of sobriety is 18 months. Suggested service committee experience is 6 months. Suggested term length is 2 years. Position filled via election. Duties and responsibilities to include but not limited to: A. Set up an appointment and visit the institution to determine needs. B. Report all contacts at the monthly committee business meeting. C. The individuals should be well versed in H.A. Traditions to communicate effectively with the public about H.A. D. At his or her discretion, appoint an assistant I.P.I. Chairperson.

Hospitals Public Information- Suggested length of sobriety is 1 year. Suggested service committee experience is 6 months. Suggested term length is 2 years. Position filled via election. Duties and responsibilities to include but not limited to: A. Set up appointments and visit Hospitals or halfway houses to determine needs. B. Other duties are the same as Institutional Public Information. C. At his or her discretion, appoint an assistant H.P.I. Chairperson.

Advisor- Suggested length of sobriety 3 years. Suggested service committee experience is 1 year. Suggested length of term is 4 years. Position filled via election. Duties to include but not limited to: A. Attending all committee meetings. B. Have a working knowledge of the traditions. C. Answering all questions about keeping within the traditions.

D.S.R.'s- Suggested length of sobriety is determined by local districts. Suggested service committee experience is determined by local districts. Suggested length of term is determined by local districts. Position filled via election at local district meeting. Duties and responsibilities to include but not limited to: A. Attending all committee meetings. B. Presenting a report for your district. C. Voicing and questions, concerns, or needs of your district. D. Handling the chips & lit order for your district. E. Presenting a budget each year on behalf of your district.

Structure & Bylaws- Suggested length of sobriety is 1 year. Suggested committee experience is 6 months. Suggested length of term is 2 years. Position filled via election. Duties and responsibilities to include but not limited to: A. Attend all meetings. B. Have a working knowledge of the 12 steps, 12 traditions, and 12 concepts. C. Have a thorough understanding of all current structures and bylaws for the committee. D. Update structures and bylaws for the committee when necessary.

## **Suggested Meeting Format for Monthly Area Business Meetings**

Welcome to Hospitals and Institutions business meeting of Heroin Anonymous. My name is \_\_\_\_\_ and I am a heroin addict. Please help me open this meeting with a silent meditation followed by the Serenity Prayer. Is there anyone here for their first H.A. H & I business meeting? Would you please introduce yourselves?

Welcome! The sole purpose of this committee is to carry the message of Heroin Anonymous to those in Hospitals or Institutions. This committee is organized under the Ninth Tradition of Heroin Anonymous which states H.A., as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve, and operates under the Twelve Traditions of H.A. in all our affairs. (At this point, the Chairperson calls for the following reports)

Secretary's Report Previous meetings minutes (which may have been e-mailed) are discussed and any additions or corrections are made. Accepting the previous minutes either unchanged or amended should be motioned and passed.

Treasurer's Report Financial Statement is read and if necessary discussed. Treasurer's report should be accepted through a motion and passed.

Institutional Public Information Report Updates on new contacts and meetings are announced and discussed.

Hospitals Public Information Report Updates on new contacts and meetings are announced and discussed.

Meeting Chairperson's Reports each H&I Meeting Chairperson in attendance gives a run-down on the status of their meeting and reports any problems or difficulties which are pertinent to the committee.

Each DSR gives their report from their district.

After all reports have been completed, the chairperson calls for the following: 1. Call for and fill any meeting positions 2. Call for old business 3. Call for new business

The Chairperson closes the meeting as follows: The next scheduled business meeting is (date & time). Remember that you may be the only example of Heroin Anonymous that a patient or inmate ever sees; be the best example that you can be. I would like \_\_\_\_\_ to close tonight by having lead us in the prayer of their choice.

## Suggested Meeting Format for H&I

Welcome to the (name of meeting) H&I meeting of Heroin Anonymous. My name is (chairperson name) and I am a heroin addict. Before we begin, please make sure any cell phones are silenced. Please help me open this meeting with a moment of silent meditation followed by the serenity prayer.

*“God grant me the serenity to accept the things I cannot change, the courage to change the things I can, and the wisdom to know the difference.”*

Heroin Anonymous is a fellowship of men and women who share their experience, strength and hope with each other that they may solve their common problem and help others to recover from heroin addiction. The only requirement for membership is a desire to stop suffering from heroin addiction. There are no dues or fees for membership; we are self-supporting through our own contributions. H.A. is not allied with any sect, denomination, politics, organization or institution; does not wish to engage in any controversy; neither endorses nor opposes any causes. Our primary purpose is to stay sober and help other heroin addicts to achieve sobriety.

We will now go around the room and introduce ourselves starting with the person to my left.

This is a closed meeting of Heroin Anonymous. In keeping with our primary purpose, we ask that all who participate confine their discussion to their problems with heroin.

Will everybody here who is within their first 30 days please raise your hand and let us know who you are so we may become better acquainted after the meeting?

Are there any out of town visitors who would care to tell us where you are from?

I have asked (participant’s name) to read “A Way Out.”

I have asked (participant’s name) to read the “12 Traditions.”

Today I have asked (participant’s name) to hand out key chains to recognize various lengths of sobriety.

This is a (select type of meeting; i.e. big book study, speaker, step study, participation, etc.). If time permits, we will go around the room and discuss the topic selected. We ask that all who share limit themselves to 3-5 minutes so that everyone may get a chance to speak. If the discussion gets off topic the chair person will politely redirect whoever is sharing back on topic.

### **5 minutes before meeting ends**

We would like to thank everyone who participated. Does anyone here have the desire to use, to harm themselves, or harm someone else? If so, we will get with you after the meeting. If you are not comfortable sharing this around other people, please speak with one of us after the meeting.

Is there anyone here who needs a sponsor? If so, please speak with us after the meeting.

We will now close with a moment of silent meditation and ask that (participant’s name) lead us in a prayer of his/ her choice.

It is important to keep in mind that each facility that allows Heroin Anonymous to have a presence has their own rules, guidelines, and regulations for what is and is not allowed. The format above is a very general guideline for a format but it is strongly encouraged that this be changed or modified to fit the need of the facility and the chair person. One thing that is similar H&I meetings is that they are closed, unless invited by the facility or the chair person. No matter what the format of the meeting is it is important that the chairperson always maintain control of the meeting. A common occurrence with H&I meetings is that they stray from the solution that Heroin Anonymous offers.

## **Making an Approach with Correctional Facilities**

Many of our members have been able to experience the privilege of carrying the message of Heroin Anonymous inside of correctional facilities. Sometimes this happens very easily, a facility extends an invitation to a local area asking for a presence. This is great because as our members who have went into these facilities through an invitation will tell you, it is a very speedy and accommodating process. Other times, it is the members of a local area that decide the message of Heroin Anonymous is lacking at a local facility. In this case, they may choose to contact the correctional facility as a subcommittee. Sometimes, it may be as easy as making a phone call to the program coordinator (who may go by many titles; i.e. Chaplin, coordinator, program chair, etc.), while other times it may take several letters or e-mails (we have included a sample letter that may be helpful when reaching out), and a lot of extensive work.

When speaking with these facilities it is important to express why Heroin Anonymous would be beneficial to the facility and, especially, to the men and women who are incarcerated there. Allow them to read through some of our literature, provide them with a phone list of local members who are willing to work with corrections in one way or another, and express what the goal Heroin Anonymous being there is, which is to plant the seed of hope for those who are still sick and suffering from heroin addiction. Approached in such a way it may be very difficult for these facilities to turn us away, although, it may be they are not ready for our fellowship there yet. If we are turned away, we should not be discouraged. Instead, we should immediately start with another approach. Some members will share their experience about this, at times, being a very exhaustive effort that did take several attempts.

After there is success with establishing a relationship at these facilities, they should provide your area with what their rules, regulations, and guidelines for bringing a meeting to that facility are. If they do not, we might suggest the inmate public information chair or I.P.I. ask them for that, to make sure that the members who go to that facility know what is and is not allowed and expected (i.e., dress code, their do's and don'ts, clean time requirements, if any, etc.). A reference or sponsor letter may be needed as well, which can be found in later pages of this manual. Make sure the members who are carrying the message into these facilities know what type of meeting they are chairing (speaker, big book study, participation, etc.) so they may have all material prepared. It is important to keep in mind that each district and area's experience will be different than others and we strongly suggest not attempting an approach with these places unless your area already has members who are willing to support this very large responsibility.

## Suggested Introduction Letter to Facilities



Dear (add person's name and/ or title),

We represent the Hospitals and Institutions committee of Heroin Anonymous of (add area or district). Heroin Anonymous is a fellowship of men and women who share their experience, strength and hope with each other that they may solve their common problem and help others to recover from heroin addiction.

The primary purpose of our committee is to carry the message of Heroin Anonymous to those who are still suffering from heroin addiction in Hospitals and Intuitions.

We are contacting you in hopes that we may be of service to (Facility name). Heroin Anonymous would greatly appreciate the opportunity to come into your facility and carry this message of Hope and recovery to your (clientele/residents).

Please feel free to contact us at (I.P.I. chair or area service phone number) with any questions and let us know how we can best serve your facility.

Sincerely,

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(I.P.I. Chairperson)

Hospitals & Institutions Committee

## Suggested Correctional Reference or Sponsor Letter



Heroin Anonymous  
Hospitals and Institutions  
(Name of Liaison)  
(Liaison phone number)  
Jail Liaison

Dear Program Coordinator,

(Chairperson of Heroin Anonymous) will chairing and/ or cochairing or speaking at a meeting of Heroin Anonymous that will be held inside a jail in Maricopa County. This volunteer has \_\_\_ years of recovery in the fellowship if Heroin Anonymous. This volunteer has gone through the required orientation and meets all of the requirements for participating in institutional meetings inside Maricopa County Jails. It is my opinion that this volunteer will adhere to all the rules and regulation set forth in the Inmate Programs Divisions Handbook. If you have any further questions or concerns, please contact me.

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Applicant Signature

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H.A. Jail Liaison

## **Suggested Meeting Format for Correctional Facilities**

Welcome to the (name of jail or prison) H&I meeting of Heroin Anonymous. My name is \_\_\_\_\_ and I am a heroin addict.

Please help me open this meeting with a moment of silent meditation followed by the Serenity prayer.

*“God grant me the serenity to accept the things I cannot change, the courage to change the things I can, and the wisdom to know the difference.”*

Heroin Anonymous is a fellowship of men and women who share their experience, strength, and hope with each other that they may solve their common problem and help others to stop suffering from heroin addiction. The only requirement of membership is a desire to stop suffering from heroin addiction. There are no dues or fees for membership; we are self-supporting through our own contributions. H.A. is not allied with any sect, denomination, politics, organization, or institution; does not wish to engage in any controversy; neither endorses nor opposes any causes. Our primary purpose is to stay sober and help other addicts to achieve sobriety.

We will now go around the room and introduce ourselves starting with the man to my left.

It is a custom to read “A way out” and tonight I have asked a friend to read this for us.

I have asked a friend to read the “Set aside prayer.”

Today is a (speaker, participation, big book study) meeting. If time permits, we will choose a topic to discuss. Please keep your share to 3-5 minutes so that everyone may have a turn. Also, please keep your share to the topic being discussed. If you have a burning desire, we will open the meeting for that at the end.

### **5 minutes before meeting ends**

We would like to thank everyone who participated. Does anyone here have the desire to use, to harm themselves, or harm someone else? If so, we will get with you after the meeting. If you are not comfortable sharing this around other people, please speak with one of us after the meeting.

Is there anyone here who needs a sponsor? If so, please speak with us after the meeting.

We will now close with a moment of silent meditation and ask that (participant’s name) lead us in a prayer of his/ her choice.

## **The Importance of Homegroup Participation With H&I**

Over the years many of our members have had experience with carrying the message of Heroin Anonymous through H&I. Some of us first heard the message of H.A. while in a facility our self, while others had their first experience with these various facilities after they were sober, and someone asked them to help facilitate a meeting. Regardless of how one may come to be introduced to these meetings, one thing is certain, without them many people would miss out on hearing a message of Heroin Anonymous. As many members grow throughout their sobriety, we start to build lives. We build new relationships, start new jobs, some start families, while others go back to school, in short, we grow as active members of Heroin Anonymous as well as in our community. Because of this, our schedules change, the commitments we once held we are now unable to. We also understand that it is our responsibility as active members of H.A. to do our best to make sure that meetings are not going dark and thus neglecting the growth of our fellowship and the ability to reach newcomers. Over the years we have found it is very beneficial, when taking a new commitment with H&I, to do it as a group or a panel. A great place to do this is within our own homegroup. This not only helps to prevent meetings from disappearing, but it also is a great demonstration of our first tradition, which states, our common welfare comes first; personal recovery depends upon H.A. unity. As we continue to grow it is important that we do this with newcomers at the front of our mind. Remembering that having many members available to share their experience in these facilities will allow a newcomer the opportunity to hear something they can relate to and may possibly be the experience they need to hear to save their life. Although, there may not always be groups that are able to take on a commitment like this, we have found that when we are able to serve as a group, it has always been extremely beneficial.

## **Bridge the Gap**

As some of our members know, coming home from jail or prison can be a very scary thing. Some of our members have been in for a few weeks while others may be coming home for the first time in years or even decades. No matter how long one may be incarcerated we can all agree that it is important that these members are able to get to a meeting, have someone willing to sponsor, a phone list of active members in the area, and that all these things are ready as soon as they are released. Understanding, that each area may want to make changes to these suggestions for it to be a better fit for their members, these are just a few things that have worked for some areas around our fellowship. Starting out, you will want to make sure to have a list of members that are willing to drive to these jails/prisons to pick up a member that is being released. Of course, making sure that the members who have volunteered as a driver have all the necessary guidelines of your area; i.e. valid driver's license, insurance, vehicle, etc. It is also suggested to have a list of men and women who are willing to be a sponsor and a phone list of a dozen or more men and women that are willing to talk and take these members to new meetings. It is important to always remember that we are not to be used as a taxi, a bank, or anything of the sort. Our responsibility is to make sure that a member who is newly released from jail or prison has the resources to get involved the Heroin Anonymous community in their area. We may feel inclined to help with food, money, etc., but we need to remember that our responsibility is to help the heroin addict who is still sick and suffering and nothing more. Each member will have their own experience and each area will have a clearer cut and concise set of guidelines for these members. We hope to continue to hear more from our fellowship about their journey with this program.

## Suggested Signup Form for Bridge the Gap

Name: \_\_\_\_\_ Sobriety date: \_\_\_\_\_ Homegroup: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing address (if you wish to provide support via mail):

\_\_\_\_\_

Available by phone during the hours of: \_\_\_\_\_ a.m./ p.m.

Willing to sponsor: Y/N

## **The Importance of the 11th Tradition and H.I.P.A.A.**

HA has no rules, but this facility does. Any patients/clients you may see here in and out of this meeting are to remain anonymous. As a patient/client at this facility they are protected by the HIPPA law and as guests we feel it is important to respect that as well.

**The Health Insurance Portability and Accountability Act or H.I.P.A.A.** - Regulation designed to protect personal information, data collected and stored in medical records.

**Anonymity-** Used in names of support groups of a substance or behavior to indicate the confidentiality maintained among members of the group.

Just as Heroin Anonymous has the principle of "Anonymity" that protects the confidentiality of individuals in Heroin Anonymous, medical facilities (inpatient, outpatient, halfway houses, sober home's, and any other types of treatment centers) have H.I.P.A.A. H.I.P.A.A. as a summary protects all clients information currently in a medical facility. Meaning for HA H&I's going to a medical facility, it is imperative that we keep the knowledge of anyone that was there, and anything said there stays there!

If we don't it could hurt the trust that medical facilities have with HA fellowship, because remember when taking an H&I not only are you representing yourself but also HA as a whole. Furthermore, if something were to get leaked from the medical facility (whether that be a person that was there or any information period) it could lead to consequences with the facility. H.I.P.A.A. has the power to shut down facilities permanently.

So as a good rule of thumb emphasize the 12<sup>th</sup> tradition (Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities) when taking H&I's to medical Facilities.