



HIPAA

Health Insurance Portability and Accountability Act of 1996

HIPAA Policies and Procedures

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HIPAA POLICIES AND PROCEDURES

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These policies and procedures contains generic information that meets HIPAA requirements. Agencies are welcome and encouraged to customize the information to meet their own agency's own work flow processes.

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- **Subject: Notice of Privacy Practices**

Policy: All patients will be provided with a notice (Privacy Notice) of the patients' rights and the privacy practices of the agency.

Practice/Procedure/Implementation:

1. The agency will maintain a current Notice (Privacy Notice) that identifies the patients' rights and the agency's legal duties with respect to uses and disclosures of protected health information, and specifies the privacy practices of the agency.
2. The patients' rights with respect to uses and disclosures of protected health information include the right to:
 - a. Be provided with a paper copy of the Privacy Notice;
 - b. Receive confidential communications of protected health information from the agency by reasonable alternative means or reasonable alternative locations;
 - c. Request restrictions on certain uses and disclosures of protected health information;
 - d. Inspect and copy protected health information;
 - e. Request amendment to protected health information;
 - f. Receive an accounting of certain disclosures of protected health information; and
 - g. Make complaints to the agency or the Secretary of the Department of Health and Human Services with regards to breaches of privacy.
3. The privacy practices listed in the Privacy Notice will include:
 - a. Description, including at least one example, of the types of uses and disclosures expected to be made for the purposes of treatment, payment and health care operations without individual authorization;
 - b. Description of each of the other purpose for which the agency is permitted to use or disclosure protected health information without authorization;
 - c. Statement that all other uses and disclosures will be made only with the individual's written authorization;
 - d. Statement the individual may revoke the authorizations;
 - e. Statement that certain protected health information may be used by the agency for the purpose of fund raising;
 - f. Statement regarding the agency's legal obligations to protect privacy, provide notice of this legal duty, and adhere to the terms of the Notice in effect;
 - g. Statement of the individual's rights with respect to protected health information and a brief description of how the individual may exercise these rights;
 - h. Statement that the agency is required to abide by the terms of the Notice currently in effect;