

 <p>Heritage Provider Network & Affiliated Medical Groups</p>	Program: HIPAA Compliance			
	Policy No.	Effective Date: 01/01/2012	Page - 1 -	
	Authored by: Compliance Sub Committee	Date: 01/01/2012	Revised by: Sandy Finley	Date: 02/02/2015
	Reviewed by: Compliance Committee	02/02/2015		
Title of Policy: Notice to Patients Related to Health Information Practices				

PURPOSE:

To provide patients with adequate notice of the uses and disclosures of protected health information that may be made by Heritage Provider Network and its Affiliated Medical Groups, and of the individual's rights and Covered Entity's responsibilities with respect to protected health information.

POLICY:

Heritage Provider Network and its Affiliated Medical Groups will provide all patients with a Notice of Health Information Practice, will post this notice in a clear and prominent location, and will make this notice available electronically through the web site. Heritage Provider Network and its Affiliated Medical Groups will make a good faith effort to obtain written acknowledgement of receipt of this notice.

RESPONSIBILITY:

Receptionists and designated clinical/clerical staff in ancillary service areas.

PROCEDURES:

1. The Notice of Health Information Practices will be provided to all new patients during the New Patient Registration process and no later than the date of the patients' first service delivery. The signed form will be placed in the medical record with other registration forms, or forwarded to Health Information Management for filing into the medical record.
2. All current patients will be given this notice when they present for their first appointment after the date of implementation. This process will continue until a reasonable effort has been made to notify the patient population.
3. Schedulers should ask the patients if they have previously signed this notice. The notice should not be signed on subsequent visits. Any duplicates will be destroyed by the HIM staff as confidential waste.
4. These procedures will also be followed for patients presenting for the first time to Heritage Provider Network and its Affiliated Medical Groups' clinics. The Notice will remain with these records.
5. The patient may be given either a copy or an unsigned form to take home.
6. This notice will be posted in the main waiting room areas, and electronically on Heritage Provider Network and its Affiliated Medical Groups' web sites.

REFERENCE: HIPAA Privacy Rules and Regulations, Section 164.520