

<b>Comanche County Medical Center</b> <b>DEPARTMENT:</b>  <b>ORGANIZATION WIDE</b>	<b>SUBJECT:</b> <b>NOTICE OF PRIVACY PRACTICES FOR PROTECTED HEALTH INFORMATION</b>	<b>DATE APPROVED:</b> <b>JANUARY 2009</b> <b>REVISED:</b>
<b>POLICY NO.:</b>  <b>8440-120109</b>	<b>ACCOUNTABILITY FOR ADHERENCE:</b>  <b>PRIVACY OFFICER/ HIPAA COMMITTEE</b>	<b>SIGNATURES:</b> <hr/> <b>Manager</b> <hr/> <b>CEO</b>

**POLICY:**

Comanche County Medical Center shall inform a patient of the uses, releases and patients' rights in respect to protected health information.

**PROCEDURE:**

- When the organization receives a request for a patient's protected health information, it is expected to notify the patient about the request.
- Should the patient be an inmate of a correctional facility, the organization does not have inform the patient of the request for protected health information.
- The organization has a notice that states the patient's rights with respect to uses and releases of protected health information.
- The organization will provide each patient with a copy of the Privacy Notice upon admission to the facility.
- The organization will provide a copy of the Privacy Notice to any person upon request.
- The organization will post a copy of the Privacy Notice in a location where there is clear and easy access to all individuals who are in the organization for treatment or services.
- If the organization has an Internet website, the Privacy Notice is to be posted within the website.
- The organization may provide the Privacy Notice to any person by e-mail, if the person agrees to electronic notice and such agreement has not been withdrawn.
  - If the organization knows that the e-mail transmission has failed, a paper copy of the notice must be provided to the person. Providing an electronic copy of the Privacy Notice will fulfill the requirement of providing a copy of the notice upon request.

- If the first service delivery to a person is delivered electronically, the organization must provide electronic notice automatically in response to the individual's first request for service.
- The person who is the recipient of electronic notice retains the right to obtain a paper copy of the notice from a covered entity upon request.
- The organization will provide each patient with a copy of the Privacy Notice upon revision.
- If the organization is in a joint relationship with another healthcare provider, the Privacy Notice is to reflect the joint relationship.
- The organization will retain a copy and any revisions of the Privacy Notice for six (6) years.
- The healthcare provider is to provide a copy of the Privacy Notice to the patient and request the patient sign that the notice was received. In the event the patient is in an emergency situation, every effort should be taken to have the patient sign that the notice was received once the patient is able.

#### **REFERENCES:**

- U. S. Department of Health and Human Services, Office for Civil Rights - HIPAA, Medical Privacy - National Standards to Protect the Privacy of Personal Health Information, <http://www.hhs.gov/ocr/hipaa/>, page last revised 9/16/08, page last accessed 9/16/08
- HIPAA § 164.520