

# VILLAGES ENDOSCOPY CENTER

<b>Policy Number: HI-12</b>	<b>Page(s): Page 1 of 2</b>
<b>Chapter: HIPAA</b>	<b>Effective Date:</b>
	<b>Date Approved:</b>
<b>Policy Title: Notice of Privacy Practices for PHI</b>	<b>Replaces Policy Dated:</b>
	<b>Date Retired:</b>

**Policy Scope:**

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

**Purpose:**

To provide guidelines for notifying the patient when a request for PHI is received.

**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 to 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 (Notice of Privacy Practices or NPP).
- The Center will post the NPP in a patient accessible area and on the Center's website;
- The Center will provide a copy of the NPP to any person upon request.
  
- Patients will be asked to acknowledge the NPP on their general consent form.
- The Center may provide the NPP to any person by e-mail, if the person agrees to electronic notice and such agreement has not been withdrawn.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 NPP will fulfill the requirement of providing a copy of the NPP 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 an electronic copy of the NPP retains the right to obtain a paper copy of the NPP upon request.
- The Center's NPP will also conform to the requirements set forth in Section 1557 of the Affordable Care Act.
- If the Center is in a joint relationship with another healthcare provider, the NPP is to reflect the joint relationship.
- The Center will retain a copy and any revisions of the NPP for six (6) years.

**References:**

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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

Section 1557 of the Affordable Care Act