

# Notice of Privacy Practices

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## **POLICY**

The Notice of Privacy Practices shall be posted in a place visible to Patients and provided to Patients upon their initial visit and as requested.

## **PROCEDURE**

### ***Posted***

The Notice of Privacy Practices will be posted in a place visible to Patients and other visitors.

### ***Website***

The Notice of Privacy Practices will be posted on the Facility website that informs individuals of the Facility's customer service or benefits.

### ***Provision***

The [Notice of Privacy Practices](#) will be provided to all patients upon their first visit to the Facility and at their request.

### ***Acknowledgement***

The Facility will have the patient sign a copy of the [Acknowledgement of Receipt of Privacy Practices](#). If the patient is not available, the Facility will attempt to get the acknowledgement signed the next time the patient is present.

The Acknowledgment will be kept on file for a period of six (6) years since the Notice was last in effect.

### ***Revisions to the Notice***

The Notice of Privacy Practices may be amended at any time to reflect new laws or changes to the law. The Revised Notice will be posted in the Facility and on any Facility Websites as required above.

If the existing Notice of Privacy Practices does not include a provision for changes, then the old Notice of Privacy Practices will be enforced for all PHI received or created during the time it was active.

Notice of Privacy Practices will be kept on file for a period of six (6) years after they are replaced.

## **FORMS**

[Notice of Privacy Practices](#)

[Acknowledgement of Receipt of Privacy Practices](#)

## **EFFECTIVE DATE**

09/01/2013