

Hospice Care Plus, Inc.

POLICY: Notice of Privacy Practices

APPROVED DATE: February 17, 2021

SECTION: XIV

POLICY:

The privacy practices of Hospice, designed to protect the privacy, use and disclosure of protected health information (PHI), are provided to employees, patients, families, associates and members of the community in accordance with Federal requirements. An individual has a right to adequate notice of the uses and disclosures of PHI that may be made by Hospice, and of the individual's rights and Hospice's legal duties with respect to PHI.

PROCEDURE:

1. The Notice of Privacy Practices is given to all patients and families on admission.
2. Written acknowledgment of the patient's receipt of the Notice is obtained on admission (Consent for Participation in Hospice Program). A written acknowledgment will be mailed with the Notice to bereavement families. Two efforts will be made to gain acknowledgment and if no consent is returned this will be documented in bereavement record. The Notice of Privacy Practices is available to anyone who requests it.
3. The Notice of Privacy Practices is written in plain language and contains the elements required by HIPAA. The notice must contain the following statement as a header or otherwise prominently displayed: "This Notice describes how medical information about you may be used and disclosed and how you can get access to this information. Please review it carefully."
4. The Notice of Privacy Practices will be revised as needed to reflect any changes in Hospice's privacy practices. Revisions to the Notice will not be implemented prior to the effective date of the revised Notice.
5. When material revisions to the Notices of Privacy Practices are necessary, all current patients, employees, and business associates will receive a revised copy with notation of the changes made.
6. The Privacy Official retains copies of the original Notice of Privacy Practices and any subsequent revisions for a period of six years from the date of its creation or when it was last in effect, whichever is later.
7. Documentation is retained for six years of the patient's written acknowledgment of receipt of the hospice's Notice of Privacy Practices or of efforts made to obtain this written acknowledgment and the reason(s) why it was not obtained.
8. All employees and business associates of Hospice are required to adhere to the privacy practices as detailed in the Notice of Privacy Practices, privacy policies and procedures and business associate contracts.
9. Violations of Hospice's privacy practices will result in disciplinary action up to and including termination of employment or contracts.
10. The Notice of Privacy Practices is prominently displayed and available electronically on the HCP web site at www.hospicecp.org
11. The Notice of Privacy Practices is included in employee/volunteer orientation checklist and is reviewed with all current employees/volunteers annually (HIPAA mandatory training module).

12. Complaints regarding the Privacy Practices are to be reported to the Privacy Officer, CEO, without fear of retaliation or intimidation. This is to be documented on a customer complaint form with the resolution plan and retained for six years.

Chief Executive Officer's Signature _____

Medical Director's Signature _____

President of the Board's Signature _____