

### HIPAA Privacy – Notice of Privacy Practices

AD.HP40

#### POLICY:

The privacy practices of Lifesong Hospice and Palliative Care are clearly delineated in the hospice's *Notice of Privacy Practices* that was developed and is used in accordance with Federal requirements.

#### PROCEDURE:

1. The privacy practices of Lifesong Hospice and Palliative Care are described in the *Notice of Privacy Practices* and are further explained in the hospice's privacy policies and procedures.
2. The *Notice of Privacy Practices* is given to all patients no later than the date of the first service delivery and is available to anyone who requests it.
3. A good faith effort is made to obtain written acknowledgement of the patient's receipt of the hospice's *Notice of Privacy Practices*.
4. When written acknowledgement of the patient's receipt of the *Notice of Privacy Practices* cannot be obtained, there is documentation to explain efforts made to obtain it and the reason(s) why it was not obtained.
5. The *Notice of Privacy Practices* is revised as needed to reflect any changes in the hospice's privacy practices. Revisions to the *Notice of Privacy Practices* are not implemented prior to the effective date of the revised *Notice*.
6. When revisions to the *Notices of Privacy Practices* are necessary, all current patients, co-workers, and business associates receive a revised copy with a notation of the changes made.
7. The Privacy Officer or designee 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.
8. 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.
9. All co-workers and business associates of Lifesong Hospice and Palliative Care are required to adhere to the privacy practices as detailed in the *Notice of Privacy Practices*, privacy policies and procedures and business associate contracts.
10. Violations of the hospice's privacy practices result in disciplinary action up to and including termination of employment or contracts.
11. The *Notice of Privacy Practices* is posted in a clear and prominent location at the hospice and on the hospice's website.

Created:	Reviewed:	Revised:	Effective:
05/2018	11/2018		4/2019