

Policy and Procedure

Notice of Privacy Practices

CASA GRANDE PEDIATRICS

Policy

The HIPAA Privacy Rule gives an individual a right to adequate notice of the uses and disclosures of protected health information (PHI) that may be made by this office, and of the individual's rights and the office's legal duties with respect to PHI.

Procedure for Content of Notice of Privacy Practices

- The Notice will be in plain language and inform the individual of the uses and disclosures of PHI that this office may make, and of the individual's rights and the office's legal duties with respect to their PHI as required by the HIPAA Privacy Rule and contained in our office Notice, which is incorporated into this procedure.
- The Notice will contain the mandatory elements required by the HIPAA Privacy Rule.
- The Notice will contain the following optional elements for certain uses and disclosures:

The office may contact the individual to provide appointment reminders or information about treatment alternatives or other health-related benefits and services that may be of interest to the individual.

- The Notice will reserve the right to change its policy and procedures, and the office will make the Notice available on request to individuals whenever there is a material change to it.

Procedure for Providing Notice

The Notice will be posted in a clear and prominent place in the office where individuals seeking service will be able to read it.

This office will make available on or before the first date of service after April 14, 2003 to each patient or prospective patient its "Notice of Privacy Practices."

The office person[s] responsible for obtaining the signed acknowledgment or documentation of good faith efforts to obtain it is HIPAA PRIVACY OFFICER

All current or new patients after April 14, 2003 will be requested to sign a written acknowledgment of Receipt of Privacy Notice.