

Ref#:83	Nonclinical Policies	Effective:	04/2003
Title:	Notice of Privacy Practices		
	<i>Forms:</i> Notice of Privacy Practices 2013 Form Authorization Form for Patient		

Policy

The privacy practices of Community Home Health & Hospice (hereafter CHHH), designed to protect the privacy, use and disclosure of protected health information, are clearly delineated in the Agency's Notice of Privacy Practices, which was developed and is used in accordance with Federal requirements.

Procedures

1. The privacy practices of CHHH are described in the Notice of Privacy Practices.
2. The privacy practices and requirements of CHHH are further detailed in the Privacy Section of this Employee Manual.
3. The Notice of Privacy Practices is given to all patients no later than the date of the first service delivery. Documentation that the Notice was given will be on the Client's Consent Form.
4. **The Notice of Privacy Practices is reproduced in the *Employee Handbook* and on the Agency's Web site and is given to all business associates.**
5. **The Notice of Privacy Practices is reviewed** with all current employees annually and all new employees during their orientation to CHHH.
6. The Notice of Privacy Practices is available to anyone who requests it.
7. The Notice of Privacy Practices will be revised as needed to reflect any changes in CHHH's privacy practices. Revisions to the Notice will not be implemented prior to the effective date of the revised Notice.
8. When 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.
9. The Administrative Office retains copies of the original Notice of Privacy Practices and any subsequent revisions for a period of six (6) years from the date of its creation or when it was last in effect, whichever is later.
10. All employees and business associates of CHHH are required to adhere to the privacy practices detailed in the Notice of Privacy Practices, privacy policies and procedures and business associate contracts.

11. Violations of CHHH privacy practices will result in disciplinary action up to and including termination of employment or contracts.
12. The Notice is posted in a clear and prominent location.

The Notice of Privacy Practices is prominently displayed and available electronically on CHHH's Website at <http://www.chhh.org>.