



## Cañon City Pregnancy Center Medical Clinic

### Policy: NOTICE OF PRIVACY PRACTICES

Pursuant to the Health Insurance Portability and Accountability Act (HIPAA), the PMC has developed a notice for patients, which provides a clear explanation of privacy rights and practices as it relates to private health information.

#### PROCEDURE:

1. A Notice of Privacy Practices (NPP) that describes how the center may use or disclose protected health information and an individual's rights with respect to the privacy of that information, shall be prepared by the Privacy Officer for use at the center. The notice must include an effective date. (See Sample: *Notice of Privacy Practices*)
2. The Privacy Officer shall promptly revise and distribute this notice whenever there are material changes to any privacy practices.
3. The center shall post the NPP in a clear and prominent location at the facility and make a copy available to patients.
4. The center shall prominently post and make available the NPP on any website it maintains that provides information about its customer services or benefits.
5. The center shall provide the notice to each patient no later than the date of first service delivery and, except in an emergency treatment situation, make a good faith effort to obtain the individual's written acknowledgment of receipt of the notice. If an acknowledgment cannot be obtained, the provider must document his or her efforts to obtain the acknowledgment and the reason why it was not obtained. The acknowledgment form shall be placed in the patient's file. See Form: *Notice of Privacy Practices Acknowledgment*.
6. When first service delivery to an individual is provided over the internet, through email, or otherwise electronically, the provider must send an electronic notice automatically and contemporaneously in response to





the individual's first request for service. The provider must make a good faith effort to obtain a return receipt or other transmission from the individual in response to receiving the notice. The receipt shall be placed in the patient's file.

7. The center shall make the NPP available at the provider's office or facility for individuals to request to take with them.
8. The center may email the notice to an individual if the individual agrees to receive an electronic notice.

