

NOTICE OF PRIVACY PRACTICES FOR CONFIDENTIAL INFORMATION

fuqiang zhang POLICY: The organization has developed and will provide to patients a Notice of Privacy Practices, written in plain language, that explains how the organization uses and discloses protected health information. The Notice includes the elements required by the Privacy Rule.

PROCEDURE: This practice will provide the Notice of Privacy Practices to any individual it has a direct treatment relationship with no later than the first service delivery date after the organization's HIPAA compliance date, or as soon as practical, if the first service delivery was an emergency situation.

The Notice of Privacy Practices must be written in plain language and contain the following elements:

1. Header: The following statement must be used as a header:

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.

2. Uses and Disclosures: The Notice must contain:

A description, with at least one example, of the types of uses and disclosures that the organization is permitted to make for *Treatment, Payment, and Health Care Operations*.

A description of each of the other purposes for which the organization is permitted or required to use or disclose PHI without the individual's written authorization.

If a use or disclosure for any purpose is prohibited or limited by other applicable law, the description of such use or disclosure must reflect the *more stringent* law.

A statement that other uses and disclosures of PHI will be made only with the patient's written authorization, and that the patient may revoke authorization.

3. Separate Statements for Certain Uses or Disclosures: If the organization intends to engage in any of the following activities, the Notice must include a statement that:

The organization may contact the individual to provide appointment reminders or information about treatment alternatives or other health-related benefits and services; or

The organization may contact the individual to raise funds for the covered entity.

4. Individual Rights: The Notice must contain a statement of the patient's rights with respect to PHI, as well as a description of how the patient may exercise these rights, including the following:

The right to request restrictions on uses and disclosures of PHI, including a statement that the organization isn't required to agree to a requested restriction;

The right to receive confidential communications of PHI;

The right to inspect and copy PHI;

The right to amend PHI;

The right to receive an accounting of disclosures of PHI; and

The right of an individual to obtain a paper copy of the Notice upon request.

POLICY: This practice will make a good faith effort to obtain written acknowledgement of the receipt of the Notice.

POLICY: The organization will make revisions to the Notice:

1. If changes to applicable law materially affect the contents of the Notice.

2. In the event of a material change in the organization's uses or disclosures of protected health information, the individual's rights, the organization's legal duties, or other privacy practices stated in the Notice

The organization will make the revised Notice available upon request beginning on the revision date of the Notice.