

A Better Life Chiropractic

# Notice of Privacy Practices Policy

Policies and Forms That Conform to HIPAA Privacy Rule

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##### Table 1 – Revision History

|  |  |  |  |
| --- | --- | --- | --- |
| Version | Date | Author | Description of Change |
|  |  |  |  |
| 1.0 | Sept 2016 | Criselda Torres | Privacy Policy Created |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Table 2 – Assigned Responsibility

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Title | Phone | Email Address |
|  |  |  |  |
| Criselda Torres | Privacy Official | 2395958497 | cris@ablchiro.com |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## Scope

|  |  |  |
| --- | --- | --- |
| ☐ Entire Workforce | ☐ Faculty/Staff | ☐ IT Personnel |
| ☐ Volunteers | ☐ Agents | ☐ LMT Employees |
| ☐ Executive Team | ☐ Security Team | ☐ Other Specify  |

### Purpose

## A Covered Entity has a legal duty to protect the privacy of Protected Health Information (PHI).  The Health Insurance Portability and Accountability Act (HIPAA) require each individual with whom a Direct Treatment Relationship exists be provided with notice of their rights with respect to his/her PHI and the privacy practices of the Covered Entity[[1]](#footnote-1). The notice is referred to as a Notice of Privacy Practices (NPP). The NPP must inform individuals of:

## How A *Better Life Chiropractic* will use and disclosure an individual’s PHI;

## The individual's rights and responsibilities with respect to his/her PHI; and

##  *A Better Life Chiropractic*’s duties with respect to an individual’s PHI[[2]](#footnote-2).

## The purpose of this Policy is to define how A *Better Life Chiropractic* will implement this requirement, and who to contact with questions about the NPP.

# Definitions

* **Covered Entity** is a healthcare clearinghouse, health plan, or a healthcare provider that transmit health information electronically.
* **Direct Treatment Relationship** refers to a treatment relationship between an individual and a healthcare provider in which the provider delivers healthcare services or products, or reports diagnoses or results from that healthcare, directly to that individual, under the provider's own orders and with no other provider intervening.
* **Health Insurance Portability & Accountability Act (HIPAA)** refers to a federal law that protects the confidentiality and security of healthcare information. HIPAA sets forth standards for both the privacy (Privacy Rule) and security (Security Rule) safeguards for Protected Health Information (PHI).
* **Protected Health Information (PHI)** is any data that identifies the individual or for which there is a reasonable basis to believe can be used to identify the individual. Individually identifiable health information includes many common identifiers (e.g., name, address, birth date, Social Security Number).
* **Workforce** refers to faculty, staff, volunteers, trainees, students, agents, and other persons whose conduct, in the performance of work for A *Better Life Chiropractic*, is under the direct control of A *Better Life Chiropractic*, whether or not A *Better Life Chiropractic* pays them.

Policy

 *A Better Life Chiropractic* will provide to each individual, with whom a Direct Treatment Relationship exists a copy of A *Better Life Chiropractic*’s Notice of Privacy Practices (NPP) at the first date of delivery of service or at any other time if requested by an individual.  This NPP will clearly and adequately provide an explanation of the individual’s rights with respect to their PHI and the privacy practices of A *Better Life Chiropractic* pursuant to HIPAA.

 *A Better Life Chiropractic*’s NPP will be clearly labeled and prominently displayed in all delivery sites at A *Better Life Chiropractic*.  Additionally, if A *Better Life Chiropractic* maintains a website, an electronic version will be located on that site.

Procedure

Each individual that receives healthcare services at A *Better Life Chiropractic* will receive a NPP. *A Better Life Chiropractic* will make best attempts to obtain an acknowledgement of receipt of the NPP from the individual.

## Workforce members responsible for patient registration are responsible for distributing NPP’s to individuals at the time of their visit as follows:

## New Patients. At the time of registration, Workforce member will provide the individual with the NPP and obtain a signed acknowledgement of receipt.

## Current Patients. If there is no documentation of a previous receipt and acknowledgment of the NPP for the individual, Workforce member will provide the individual with the NPP and request the individual to acknowledge receipt of the NPP by signing the Patient Acknowledgment form.

## Refusal to Acknowledge Receipt of NPP. If the individual refuses or is unable to acknowledge receipt of the NPP, Workforce member will document the individual's refusal or inability to sign on the acknowledgment form along with any efforts that were made to obtain the individual's signature.

## Emergency. In the case of an emergency treatment situation, A *Better Life Chiropractic* will provide the NPP to the individual as soon as reasonably practicable after the emergency treatment situation.

## File the NPP acknowledgment of receipt in the individual's record.

## Requests for NPP. If an individual requests a copy of A *Better Life Chiropractic*’s NPP, Workforce member will provide a copy of the NPP to the individual and direct the individual to the *A Better Life Chiropractic* ’s NPP on its website, if any.

##  *A Better Life Chiropractic* will post a copy of the NPP in a clear and prominent location such as the entrance lobby or similar location.

## A current version of the NPP will be maintained on A *Better Life Chiropractic*’s website, if any.

## Whenever the NPP is revised, the Privacy Official will assure that the revised NPP is:

## Made available upon request on or after the effective date of the revision; and

## Posted in a clear and prominent location.

## A copy of each NPP issued by A *Better Life Chiropractic* will be maintained for at least six years from the date it was last in effect.

## Direct to the Privacy Official:

## Any questions about A *Better Life Chiropractic*’s NPP; and

## All information about a violation or potential violation of this Policy in accordance with A *Better Life Chiropractic*’s *Complaint Policy*.

# Additional Documents

Table 3 provided below references other documents that A *Better Life Chiropractic* referred to, or relied on, in the Policy and Procedure statement. The documents may include other privacy and security policies, forms, or guidelines.

Table 3 – Documents Referenced by this Policy and Procedure

|  |  |
| --- | --- |
| Document Name | Location or Custodian |
| *Notice of Privacy Practices* |  *Custodian or Location* [*HHS NPP Models*](http://www.hhs.gov/ocr/privacy/hipaa/modelnotices.html) |
|  |  |
|  |  |

1. 45 C.F.R. 164.520 *Notice of Privacy Practices* [↑](#footnote-ref-1)
2. 45 C.F.R. 164.520(b) *Content of Notice* [↑](#footnote-ref-2)