

CRAIG HOSPITAL POLICY/PROCEDURE	
Approved: P&P 04/03	Effective Date: 04/03
Attachments: None	Revised Date: 04/06
Forms: None	Reviewed Date:

SUBJECT: NOTICE OF PRIVACY PRACTICES

RATIONALE: To insure that a Notice of Privacy Practice is provided to all patients.

SCOPE: All Departments, Medical Staff

DEFINITIONS: None

POLICY:

Craig Hospital will provide a Notice of Privacy Practices to all patients. Craig Hospital must give patients an adequate notice of the uses and disclosures of Protected Health Information that may be made by the facility and of the patient's rights and Craig Hospital's legal duties with respect to protected health information. (Exception for inmates: An inmate does not have a right to a Notice of Privacy Practices).

PROCEDURE:

- I. At the time of admission, the patient shall acknowledge in writing their receipt of a Notice of Privacy Practices. This acknowledgment will be in the form of a signature by the patient or personal representative in the designated area on the Conditions of Admission and Consent for Medical Treatment form.
- II. A copy of a Notice of Privacy Practices will be provided to each patient.
- III. Craig Hospital will post the Notice of Privacy Practices in the Admissions area where patients may read the notice. Craig Hospital will post its Notice of Privacy Practices on the Craig Hospital web site and may make the notice available electronically through the web site if requested to do so by the patient.

IV. This Notice of Privacy Practices is only required to be given to a patient on their initial admission to Craig Hospital. Whenever there is a material change to the uses or disclosures, the patient's rights, Craig Hospital's legal duties, or other privacy practices stated in the Notice of Privacy Practices, the Notice must be promptly revised and distributed.

V. REQUIRED ELEMENTS IN THE NOTICE OF PRIVACY PRACTICES:

- A. Statement in the header of the document that states, "This notice describes how medical information about you may be used and disclosed and how you can get access to the information. Please review it carefully."
- B. At least one example of a type of disclosure relating to Treatment, Payment, or Healthcare Operations.
- C. Types of disclosures that Craig Hospital is required to report in accordance with Colorado State Law and regulations that do not require a patient authorization.
- D. A statement that Craig Hospital will release information only upon written authorization from the patient and that the patient may revoke the authorization.
- E. A statement that Craig Hospital may contact the patient to provide appointment reminders, information about the treatment alternatives, or other health-related benefits and services that may be of interest to the patient.
- F. A statement that Craig Hospital may contact the patient to raise funds for the hospital.
- G. Explanations of the following rights that the patient has for the following:
 - 1. Right to Access patient information
 - 2. Right to Request an Amendment to their health information
 - 3. Right to Request an Accounting of disclosures
 - 4. Right to request restrictions on designated uses and disclosures (164.522a) including a statement that Craig Hospital is not required to agree to a requested restriction.
 - 5. Right to receive confidential communications of personal health information
 - 6. Right to Obtain a Paper Copy of the Notice of Privacy Practices.
- H. Statements concerning Craig Hospital's duties with respect to the patient's health information, including the duty to abide by the terms of the notice.
- I. Statement explaining the patient's right to complain about our facility's privacy practices to the Privacy Officer and to the Department of Health and Human Services, how to contact these individuals and that there will not be any retaliation to the patient filing a complaint.
- J. Statement including the name, title, and telephone number of Craig Hospital's Privacy Officer.

- K. The effective date of the Notice and a statement that Craig Hospital reserves the right to change the terms of the Notice.

VI. JOINT NOTICE BY CRAIG HOSPITAL AND ITS MEDICAL STAFF

Craig Hospital and Craig Hospital's medical staff, by virtue of its agreement to participate in an Organized Healthcare Arrangement agrees to abide by the terms of the Privacy Notice with respect to protected health information created or received by Craig Hospital or any member of the medical staff.

- A. The Notice of Privacy Practices must include that Craig Hospital and the members of the medical staff are jointly participating in an Organized Healthcare Arrangement.
- B. The Notice must describe the service delivery sites to which the joint notice applies, and;
- C. State that the members of the Organized Health Care Arrangement will share protected health information with each other as necessary to carry out treatment, payment, or health care operations relating to the Organized Health Care Arrangement.

VII. DOCUMENTATION

- A. Craig Hospital must document compliance with the notice requirements by retaining copies of the Notice issued and the written acknowledgment of receipt of the Notice.
- B. The Privacy Officer will retain copies of the initial and any subsequently revised Privacy Notices.
- C. Patients or their Personal Representatives will comply by acknowledging receipt of the Notice on the "Conditions of Admission and Consent for Medical Treatment" form at the time of admission.