

## NOTICE OF PRIVACY PRACTICES

Policy Number: 14A

Effective Date: January 1, 2018

Last Update: July 3, 2019

In order to comply with HIPAA's Privacy Rule, it is the policy of this office to:

1. Distribute a Notice of Privacy Practices ("NPP") to every patient at their first appointment or similar encounter on or after April 14, 2003.
  - The NPP to use is attached to this Policy. Only Abbie Prevatt/HIPPA Officer, has authority to change this NPP.
  - Abbie Prevatt/HIPPA Officer, is responsible for making sure that NPP form is distributed.
  - Abbie Prevatt/HIPPA Officer, or a front office staff member, must offer to give the patient a copy of the NPP when they check into our office.
  - Abbie Prevatt/HIPPA Officer, or a front office staff member, must ask the patient to sign an acknowledgement of receipt of the NPP ("AOR"). The AOR is part of the patient information packet. Put all signed AORs in patients medical records file.
  - If the patient opts not to sign the AOR, Abbie Prevatt/HIPPA Officer, or a front office staff member, must make a note of the fact that you asked and that the patient refused. Put this note in patients medical records file.
  - It is not necessary to give a NPP to a patient every time they come in after April 14, 2003 unless we change the NPP.
  - At every patient encounter, Abbie Prevatt/HIPPA Officer, or a front office staff member, must look in patients medical records file
    - to determine if the patient has previously signed an AOR.
    - If yes, it is not necessary to give that patient another NPP unless we have changed our NPP since the date of the AOR. Our most current NPP will always have an effective date on the front.
    - If no, then it is necessary to distribute a NPP and ask for signature on an AOR.
  - If our first encounter with a patient after April 14, 2003 is electronic, our electronic system will automatically send a NPP and ask for a signed AOR.
2. Post a copy of our NPP on the wall in the Front office.
3. Keep a stock of copies of the NPP in the front office lobby or check in counter so that patients and visitors can take one, if they wish.
4. Redistribute our NPP as above whenever we change it.
5. We will use and disclose protected health information in a manner that is consistent with HIPAA and with our NPP. If we change our NPP, the revised NPP will apply to all protected health information that we have, not just protected health information that we generate or obtain after we have changed the NPP.

If you have questions or concerns, Please ask a staff member to put you in contact with the HIPAA Compliance office for this location.

Signed: Griffin Eye Center

Compliance Officer: \_\_\_\_\_  
Abbie C. Prevatt