

POLICY: Notice of Privacy Practices

PURPOSE:

To comply with the requirements of the privacy regulations issued under the Health Insurance Portability and Accountability Act that pertain to an individual's right to adequate notice of the uses and disclosures that may be made of their health information by Glendale Area Medical Association, Inc., of the individual's rights, and of Glendale Area Medical Association, Inc.'s legal duties with respect to their health information.

POLICY:

Glendale Area Medical Association, Inc. will maintain and make available a Notice of Privacy Practices that satisfies the requirements of 45 C.F.R. 164.520.

PROCEDURES:

- A. Provision of Notice. Glendale Area Medical Association, Inc. will make its Notice available to any person who requests it. In addition, Glendale Area Medical Association, Inc. will:
1. Provide the Notice to each of its patients or clients no later than the date of the first service delivery to such individual after April 14, 2003;
 2. Have the Notice available at each of Glendale Area Medical Association, Inc.'s sites of service for individuals to request to take with them, and post the Notice in a clear and prominent location where it is reasonable to expect individuals seeking service from Glendale Area Medical Association, Inc. to be able to read the notice; and
 3. *Prominently post the Notice on its web site and make the Notice available electronically through its web site.*
- B. Electronic Notice. Glendale Area Medical Association, Inc. may provide its Notice to an individual by e-mail if the individual agrees to electronic notice and such agreement has not been withdrawn by that individual. If notice is provided by e-mail and Glendale Area Medical Association, Inc. knows that the e-mail transmission has failed, a paper copy of the Notice must be provided to the individual.
1. Any individual who receives Glendale Area Medical Association, Inc.'s Notice electronically continues to have the right to obtain a paper copy of that Notice from Glendale Area Medical Association, Inc. upon request.
- C. Revisions to the Notice. The Notice will reserve to Glendale Area Medical Association, Inc. the right to change its privacy practices at any time. Glendale Area Medical Association, Inc. will revise the Notice whenever there is a material change in the uses or

disclosures it will make of health information, the individual's rights, Glendale Area Medical Association, Inc.'s legal duties, or other privacy practices stated in the Notice. Except when required by law, a material change to any term of the Notice may not be implemented prior to the effective date of the Notice in which such material change is reflected.

1. Whenever the Notice is revised, Glendale Area Medical Association, Inc. will make the revised Notice available upon request on or after the effective date of the revision and will provide the revised Notice to patients on the date of first service delivery after the date of the revisions.
2. Glendale Area Medical Association, Inc. will maintain copies of each Notice it utilizes for a period of six (6) years after the date when it was last in effect.

D. Acknowledgement. Where the Notice is provided in accordance with Paragraph A.1 above, the person providing the Notice will use good faith efforts to have the patient, client or their personal representative sign an Acknowledgement (in the form attached to this policy as Exhibit "A") that they received the Notice. If the patient, client or personal representative refuses to sign an Acknowledgement, the person providing the Notice will complete the lower portion of the form.

Effective Date: April 14, 2003

Revised:

ACKNOWLEDGEMENT

I hereby acknowledge that I have received a copy of Glendale Area Medical Association, Inc.'s Notice of Privacy Practices.

Patient/legal representative signature: _____

Date: _____

Patient/personal representative refused to sign Acknowledgement.

Admissions personnel signature: _____

Date: _____

Reason for refusal: