

*Privacy Practices*

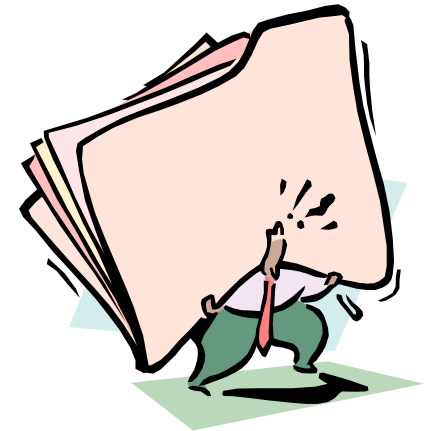
DISCLAIMER: The information contained in this pamphlet is basic information only. It is not complete. Each individual facility will provide specific procedures. You are to follow those instructions. For more information regarding HIPAA regulations, refer to [www.hcfa.gov/medicaid/hipaa](http://www.hcfa.gov/medicaid/hipaa).

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# HIPAA

Privacy



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# What HIPAA Means To Me

HIPAA (Health Insurance Portability and Accountability Act) was established to make healthcare cheaper, easier and more effective for patients and providers.

HIPAA rules are written as to make a reasonable effort to protect privacy.

CnStaffing employees are not to be a source of information for HIPAA. The information contained in this brochure is to address the privacy portion of HIPAA.

Enforcement is serious: Civil and Criminal (jail time).

**HIPAA Notice of Privacy Practices** is approximately five (5) pages. It is to be available in both English & Spanish. The receptionist is to give this to each patient to be read.

There is also an acknowledgement form to be signed by the patient & put into the patient chart for each patient who comes into the office 4/14/2003 and thereafter. This form states the patient has read the HIPAA Notice of Privacy Practices. It is for any type of care—phone consults, patients who have been seen in the hospitals, triage, face to face, etc.

Each patient needs a significant encounter (experience) stating, HIPAA is in effect, which is the privacy, security and code sets.

Phone triage or patients being seen in the hospital—HAVE to be mailed (within 72 hours) the Notice of Privacy Practices and the acknowledgement form. Have to make note in the patient chart of the date the Notice of Patient Privacy and Acknowledgement form were mailed.

The patient may not want any messages left on answering machines, voice mails, postcards mailed etc. at their home or work numbers. It is a big deal. a) Don't ask why—it is the patient's right; but the patient must request this in writing.

Gossip—If it doesn't benefit a patient and talk is overheard, it is a violation.

Transferring medical records—no psych care or HIV or AIDs information is to be sent without special consent forms.

All signed medical records release forms are to be kept in the patient chart. Only have 15 days to provide the release of information—per the state of Texas.

I have read and I understand the notes regarding HIPAA's Notice of Patient Privacy.

\_\_\_\_\_  
Signature:

\_\_\_\_\_  
Printed Name:

Date: \_\_\_\_\_

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