



## Notice of Privacy Practices

### Purpose

To provide patients with adequate notice of the uses and disclosures of protected health information that the hospice organization may make while providing care and services. To inform patients of their rights and the agency's legal duties with respect to protected health information.

### Policy

NTI respects and safeguards all protected health information of the patients it serves. All patients or their legal representatives will receive a copy of NTI's Notice of Privacy Practices no later than the date of the first service delivery. NTI will make a good faith effort to obtain the patient's written acknowledgement of receipt of this notice.

### Procedure

1. During the admission visit, the patient will be given a notice of privacy practices that is written in plain language and contains the following elements:
  - A. The following statement will be placed as a header or otherwise prominently displayed: "THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY."
  - B. Information regarding uses and disclosures:
    1. A description, including at least one example, of the types of uses and disclosures that the organization is permitted to make for each of the following purposes: treatment, payment and health care operations.
    2. A description of each of the other purposes for which the organization is permitted or required to use or disclose protected health information without the patient's consent or authorization.
    3. When use or disclosure for any purpose in B.1. or B.2. is prohibited or materially limited by any other applicable law, the notice will reflect the more stringent law.
    4. The descriptions will include sufficient detail to put the patient on notice of the uses and disclosures that are permitted or required by applicable law.
    5. A statement that other uses and disclosures will be made only with the patient's or legal representative's written authorization and that the patient may revoke the authorization at any time. See "Use of Authorizations" Policy.

- C. Separate statements of uses and disclosures related to the following activities:
1. That the organization may contact the patient to provide appointment reminders or information about treatment alternatives or other related benefits and services that may be of interest to the patient.
- D. A statement of the patient's rights with respect to protected health information and a brief description of how the patient may exercise those rights:
1. The right to request restrictions on certain uses and disclosures of protected health information, including the statement that NTI is not required to agree to a requested restriction.
  2. The right to receive confidential communications of protected health information.
  3. The right to inspect and copy protected health information.
  4. The right to amend protected health information.
  5. The right to receive an accounting of disclosures of protected health information.
  6. The right to obtain a paper copy of the notice upon request.
  7. See "Patient Privacy Rights" Policy.
- E. A statement of NTI's duties with respect to maintaining privacy of protected health information:
1. The organization is required by law to maintain the privacy of protected health information and to provide patients with notice of its legal duties and privacy practices.
  2. The organization is required to abide by the terms of the notice currently in effect.
  3. NTI reserves the right to change the terms of its notice and make the new notice provisions effective for all protected health information that it maintains. The notice will describe how the new notice will be provided to individuals.
- F. A statement that patients may complain to NTI and to the Secretary of the Department of Health and Human Services if they believe their privacy rights have been violated, instructions on how to file the complaint, and a statement that the patient will not be retaliated against for filing a complaint.
- G. The name, or title, and telephone number of a person or office to contact to file a complaint or to obtain further information about matters covered in the notice.
- H. The date on which the notice is first in effect, which will not be earlier than the date on which the notice is printed or otherwise published.

2. NTI will make a good faith effort to obtain the patient's written acknowledgement of receipt of this notice. If an acknowledgement cannot be obtained, the admitting clinician will document his or her efforts to obtain the acknowledgement and the reason why it was not obtained in the clinical note.
3. The notice will be promptly revised and distributed as soon as practicable by mail or hand delivery whenever there is a material change to the uses or disclosures, the individual's rights, NTI's legal duties, or other privacy practices stated in the notice. A material change to any term of the notice will not be implemented prior to the effective date of the revised notice, unless required by law.
4. NTI will prominently post the notice and make the notice available through its website.