



## Notice of Privacy Practices

Your practice must implement and maintain an official Notice of Privacy Practices to inform patients about their rights surrounding the protection of their PHI. This notice must be displayed in an area of the office where patients will readily see it, such as in the waiting room or reception area. This Notice is long due to the complexity required by the regulation itself. A written summary would not be acceptable because it would require the omission of language that protects your practice.

### Patient Rights

Under HIPAA, an individual has the following rights with regard to his/her PHI:

- The right to consent to or authorize the use and disclosure of PHI.
- The right to receive a copy of the practice's Notice of Privacy Practices.
- The right to request restrictions on certain uses and disclosures of PHI.
- The right to request restrictions on how the practice communicates PHI to the patient.
- The right to inspect and copy PHI.
- The right to request an amendment of PHI.
- The right to an accounting of the disclosures of PHI made by the covered entity for purposes other than TPO.
- The right to complain about alleged violations to the practice and DHHS.

Photocopy and make available copies of the Notice of Privacy Practices to distribute to patients upon their request. If you offer a patient the opportunity to receive a copy of the Notice of Privacy Practices via e-mail and the patient accepts, you may distribute a copy of the Notice via e-mail to an e-mail address that they provide. However, if you receive confirmation that your attempt to provide the Notice of Privacy Practices via e-mail has failed, you must deliver a paper copy of the Notice of Privacy Practices to the requesting individual.

Post the Notice of Privacy Practices in an area in your practice where it is clearly visible to patients. If it is revised, the **revised version** must be distributed to each patient upon his or her request and posted prominently in the practice.

If your practice has a web site that describes its services and benefits, a copy of the Notice of Privacy Practices must be posted on the web site.

Create an electronic copy of Notice of Privacy Practices in a read only version that can only be modified by the Privacy Officer.

Include a statement in your practice's Patient Consent Form that describes your practice's method of communicating the Notice of Privacy Practices (hard copy, email, etc.).

Some clauses have been defined in the Privacy Rule as "Optional." Include the "Optional" clauses only if they are applicable to your practice.