

## Notice of Privacy Practices Continued:

### NOTE:

- You must provide your Notice of Privacy Practices to all patients no later than the first delivery of service on or after **April 14, 2003**. Non-patients also have the right to obtain a copy.
- A Notice of Privacy Practices should be available to the patient at the same time as the consent form, since the patient has the right to review the Notice prior to signing the consent.
- If you want to put more stringent restrictions than legally required on how you use and disclose PHI, you may do so, according to the HIPAA Privacy Rule. However, the restrictions cannot infringe upon the uses and disclosures that are required by the Privacy Rule. These restrictions must have already been part of practice routine prior to the compliance date for the Privacy Rule and they must comply with state law.
- If you are applying greater limits on uses and disclosures of PHI than previously stated, a statement acknowledging this change must be included in a revised Notice of Privacy Practices.
- Although you are permitted to revise your Notice of Privacy Practices (so long as it continues to comply with the Privacy Rule), you must reserve this right in writing in your patient consent form and the Notice of Privacy Practices. The forms provided to you in this Manual reserve this right to you – be sure not to remove it.
- Whenever there is a change that needs to be made to the Notice of Privacy Practices such as to the uses and disclosures of PHI, to the individual patient's rights or to the practice's legal duties, the practice must revise and have available for redistribution the Notice of Privacy Practices to its patients in a timely manner. There is no requirement to mail or otherwise send the revised notice to patients.
- You must retain a complete copy of each version of the Notice of Privacy Practices for six years. Accordingly, if a Notice of Privacy Practices is superseded by a new version, you only need to keep the old version for six years.
- If you maintain a web site that provides information to patients you must post the Notice of Privacy Practices on your web site. The Notice of Privacy Practices can also be provided by e-mail. However, the patient must agree before this notice can be sent electronically.