

DUNCAN REGIONAL HOSPITAL

Privacy Policy and Procedures

Subject: Joint Notice of Privacy Practices Policy

Effective Date: April 14, 2003

Approved: Pat Andersen (Signed Original in Health Information Management)

Revised: April 11, 2003 Reviewed: November 2008

PURPOSE

To establish the requirements for notifying a patient of the use and disclosure of his/her protected health information by DRH, its medical staff members, and other health care providers who render care within the hospital.

POLICY

A "Joint Notice of Privacy Practices" will be used by DRH to give patients a clear written explanation of how DRH will use, keep, and disclose the patient's PHI. It also contains information on the patient's rights regarding his or her PHI. The notice will be provided to every patient, posted in clear and prominent locations and will also be available on the DRH web site at www.duncanregional.com.

PROCEDURE

1. The "Joint Notice of Privacy Practices" will be posted in prominent areas of DRH as well as on the DRH web site. It will be made available to each individual patient when presenting for services. In addition, the notice shall be given to any person who requests it, regardless if he or she is a current patient.
2. The patient will be asked to sign a "General Consent" after receiving the "Joint Notice of Privacy Practices" to acknowledge that he or she received and understands the "notice and to consent to the use of PHI for treatment, payment and health care operations.
3. The signed "General Consent" form will become a part of the patient's medical record and must be maintained for a minimum of six (6) years from the date of its creation. If a patient refuses to sign the consent form, such refusal shall be documented by the staff on the form.
4. If the "Joint Notice of Privacy Practices" is revised in a manner that materially changes the use, disclosure or the patient's rights, a copy of the revised notice must be made available upon request, and a good faith effort must be made to obtain the patient's acknowledgement of his or her receipt of the revised notice.

5. The following provisions will be addressed in the "Joint Notice of Privacy Practices":
- Effective date of the notice
 - Who the patient may contact with questions about the notice
 - Who will follow the notice
 - DRH's pledge regarding the patient's PHI
 - How DRH may use and disclose a patient's PHI
 - Special Situations: This section will list special situations that may arise in which a patient's PHI may be used or disclosed. Each category will provide a brief explanation and example of how PHI may be used or disclosed.
 - A patient's rights regarding his or her PHI that is maintained by the DRH
 - Changes to the notice
 - Complaints
 - Other uses of PHI

Form

DRH Joint Notice of Privacy Practices – Revised 4.11.2003.doc

DRH Joint Notice of Privacy Practices Spanish – Revised 3.27.2003