LONG TERM CARE POLICY AND PROCEDURE

NOTICE OF PRIVACY PRACTICES

Policy

It is the Policy of the Facility to provide a written Notice of Privacy Practices to all residents, and to other persons upon request, which outlines possible uses and disclosures of the resident's protected health information and the Facility's duties with respect to such information.

Procedure

1. A Notice of Privacy Practices shall be provided to all residents prior to or at the time of admission, or as soon as practicable thereafter in the event of an emergency or the resident's incapacity at the time of admission.

2. A copy of the Facility's Notice of Privacy Practices shall be conspicuously posted within the Facility and on the Facility's website, if applicable. A copy of the written notice shall be provided to residents and other persons upon request.

3. The Facility shall make a good faith effort to obtain a signed written acknowledgment of receipt of the Notice of Privacy Practices on the form provided by the Facility. A copy of the written acknowledgment shall be kept in the resident's clinical record.

4. Where a signed written acknowledgment cannot be obtained, the reasons why acknowledgment was not obtained shall be documented on the written acknowledgment form. A copy of the form shall be placed in the resident's clinical record and shall be maintained as part of the clinical record.

5. The Privacy Officer shall be responsible for updating the Facility's Notice of Privacy Practices whenever there is a material change to the uses or disclosures, residents' rights, the Facility's legal duties, or other privacy practices stated in the Notice. The Facility will post any updated Notice of Privacy Practices in a location readily accessible to residents and families.

6. A copy of the Facility's Privacy Notice, including copies of any updated Notices, will be retained by the Facility for a period of six (6) years or any longer period of time if the Notice is included in the resident's clinical record.

7. The Privacy Officer will be responsible for responding to questions about the Notice of Privacy Practices.