



NOTICE OF PRIVACY PRACTICES POLICY

SCOPE:

All Center for Cancer and Blood Disorders (“CCBD”) employees, including temporary, part-time and full-time employees, independent contractors, clinicians, officers and directors.

PURPOSE:

To ensure that individuals are provided with the information they need to clearly understand how their health information can be used or disclosed, their rights under HIPAA with respect to their health information, and how they can gain access to their health information. In addition, this policy establishes the administrative procedures regarding the maintenance of the CCBD Notice of Privacy Practices.

POLICY:

Individuals have a right to adequate notice of the uses and disclosures of protected health information that may be made by CCBD, and of the individuals’ rights and CCBD’s legal duties with respect to protected health information. **Note** – A copy of the Notice of Privacy Practices for Protected Health Information (the “Notice”) is available upon request.

Provision of Notice:

- The Notice of Privacy Practices is made available as follows:
 - A) A written copy is given to all patients the first time they receive treatment or upon first service. It is not necessary to provide a written copy of the Notice at subsequent visits or upon subsequent delivery of services.
 - B) A copy of the Notice may also be posted in the waiting room or admissions area where it can easily be read and on the website if one is maintained.
 - C) Printed copies of the Notice are made available to any person (whether or not a patient) who requests a copy.
 - D) Copies of the Notice may be provided electronically as long as the patient is advised that he or she may request a written copy as well.

Acknowledgement of Receipt of Notice:

- The first time the patient receives treatment or services, the patient or the patient’s authorized representative is asked to sign an acknowledging that the Notice was provided. If the person’s signature cannot be obtained, document the good faith attempt to obtain the acknowledgement.
- After the patient signs and dates the Notice, the staff will give a copy of the Notice to the patient and will file the original copy in the medical record.

Emergencies:

- In an emergency, it is not necessary to provide the Notice or obtain acknowledgement until after the emergency has been resolved.

Revisions to Notice:

- Any changes to the CCBD Notice of Privacy Practices must be approved by the CCBD Privacy Officer/OneOncology Vice President of Compliance to assure that the Notice contains all required elements and accurately reflects federal and state law. Before CCBD may change its privacy practices in any way that is inconsistent with the current description, the Notice is revised to describe the change. The effective date of the new Notice is printed on the Notice and cannot be retroactive.
- Any time the Notice is revised, the revised copy must be posted prominently, and written copies must be made available upon request. If significant changes are made to the Notice of Privacy Practices for Protected Health Information, a written copy on the first visit or first service must be provided, and patient signature obtained as proof you provided a copy. Subsequent visits will not require a written copy be handed out unless patient requests a copy.

Retention:

- CCBD must retain copies of the Notices issued for six (6) years from the date of its creation or the date when it last was in effect, whichever is later.

Communication Format:

- CCBD has an obligation to take steps to ensure effective communication with individuals with disabilities, and so this Notice may be made available in alternative formats, such as Braille, Large Print or Audio.

Contact for Questions:

- If an individual has any questions or is uncertain about the requirements of this policy, such person should contact the CCBD Privacy Officer/OneOncology Vice-President of Compliance (complianceandprivacy@oneoncology.com).