

## ***GREEN VALLEY ORTHOPEDICS NOTICE OF PRIVACY PRACTICES (NOPP) POLICY***



The purpose of this instruction is to set forth Green Valley Orthopedics (GVO) policies and procedures for providing the NOPP to individuals and documenting this action as required by law.

**1. SCOPE:** An individual (with the exception of inmates) has a right to receive Notice (commonly referred to as a “Right to Notice”) of Privacy Practices (NoPP) of the uses and disclosures of protected health information (PHI) that may be made by the GVO, of individual’s rights as afforded under the Health Insurance Portability and Accountability Act (HIPAA) and our legal duties and privacy practices related to the use and disclosure of PHI.

### **2. DEFINITIONS**

**2.1. Covered Entity (CE)** refers to a health plan, a health care clearinghouse or a health care provider who transmits any information in electronic form in connection with a transaction.

**2.2. Protected Health Information (PHI)** is Individually Identifiable Health Information (IIHI). This information includes demographics and relates to past, present, or future physical or mental health condition and related health care services.

**2.3. Disclosure** refers to the release, transfer, provision of access to, or divulging in any other manner of PHI outside the CE holding the information.

**2.4. Use** refers to, with respect to IIHI, the sharing, employment, application, utilization, examination, or analysis of such information within a CE that maintains such information.

**2.5. Individual** refers to the person who is the subject of the PHI. (Under certain circumstance, a personal representative may exercise rights of an individual.)

**2.6. Health Care Operations** refer to activities of the CE that support the daily activities related to health care. These activities include, but are not limited to, quality assessment and improvement activities; reviewing the competence or qualification of health care professionals; conducting medical review, legal services and auditing functions; business planning and development; business management and general administrative activities.

### **3. RESPONSIBILITES**

3.1. It is the responsibility of the GVO staff to complete HIPAA Training and to fully understand the contents of the NoPP as related to uses and disclosures of PHI, individual's rights as afforded under HIPAA, and legal duties related to the use and disclosure of PHI.

3.2. It is the responsibility of the GVO to provide the NoPP to an individual (with the exception of inmates) no later than the date of the first service delivery for the HIPAA compliance date of 14 April, 2003.

3.3. In an emergency treatment situation, the NoPP will be provided as soon as reasonably practicable.

3.4. It is the responsibility of the GVO to provide the NoPP on the GVO web home page.

### **4. ADMINSTRATIVE SUPPORT FOR THE NOPP PROGRAM**

4.1. The required elements for the NoPP are delineated in Attachment 1.

4.2. Green Valley Orthopedics shall promptly revise and distribute the NoPP as deemed necessary.

### **5. PROCEDURAL GUIDANCE**

5.1. The NoPP must contain the name, or title, and telephone number of a person or office to contact for further information.

5.2. The GVO will distribute the approved NoPP to individuals no later than the date of the first service delivery, or in an emergency treatment situation, as soon as practical.

5.3. The NoPP will be distributed in hard copy form to individuals.

5.4. Acknowledgment of Receipt of this Notice by patients. Patients will be asked to provide a signed acknowledgment of receipt of this notice. Our intent is to make patients aware of the possible uses and disclosures of PHI and individual privacy rights. The delivery of individual health care services will in no way be conditioned upon a patient's signed acknowledgment. If an individual declines to provide a signed acknowledgment, we will continue to provide for patient's treatment, and will use and disclose patient protected health information for treatment, payment, and health care operations when necessary.

5.4.1 The "Acknowledgement of the Notice of Privacy Practices" health record label will be adhered to the lower centered portion of the backside jacket of the Health Record. The "Acknowledgement of the Notice of Privacy Practices" health record label is:

Acknowledgement of Green Valley Orthopedics  
Notice of Privacy Practices

The signature below only acknowledges receipt of the Green Valley Orthopedics  
Notice of Privacy Practices, effective date 14 April, 2003.

\_\_\_\_\_  
Signature of Patient/Patient Representative                      date

\_\_\_\_\_  
Name of Patient/Representative      Relationship to Patient (if applicable)

SSN \_\_\_\_\_/ \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Patient/Representative Declined to Sign      \_\_\_\_\_ GVO Staff Initials

5.4.2 The “good faith effort” to obtain written acknowledgement of NoPP, i.e., signature of patient/patient representative on the health record and dental record label will be as follows:

5.4.2.1. The NoPP will be provided to individuals during an outpatient visit requiring an outpatient health record or dental record. The individual will be asked to provide a signed acknowledgement of receipt of this notice, i.e., sign the NoPP acknowledgement label. GVO staff must initial the label.

5.4.2.2. If the individual provides a signature, GVO staff will adhere the NoPP acknowledgement label to the outpatient health record.

5.4.2.3. If the individual declines to acknowledge receipt of this notice, check box, “Patient/Representative” Declined to Sign” and adhere the NoPP label to the outpatient health record. GVO staff must initial the label.

5.5 The GVO shall retain copies of the NoPP distributed (current and revised versions).

Ron Koe, MD

**Attachment 1**

**GLOSSARY OF REFERENCES**

1.1. Title 42, United States Code, Sections 262 and 264 of Public Law 104-191, “Health Insurance Portability and Accountability Act of 1996 (HIPAA),” August 21, 1996

1.2. Title 45, Code of Federal Regulations, Parts 160 and 164, “Standards for Privacy of Individually Identifiable Health Information; Final Rule,” August 14, 2002.