



8200 DODGE STREET OMAHA, NE 68114

CLASSIFICATION: Administration

SUBJECT: Notice of Privacy Practices for
Protected Health Information (PHI)

RESPONSIBLE PARTY: Privacy Officer

POLICY NUMBER:

EFFECTIVE DATE:

DATE REVIEWED:

DATE REVISED:

PAGE OF

PURPOSE:

To assure that The Notice of Privacy Practice requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) are met.

DEFINITIONS:

Notice of Privacy Practices (Notice): the document notifying the patient/legal guardian of Children's Hospital's allowed uses and disclosures of Protected Health Information (PHI), the individual's rights and Children's Hospital's legal duties with respect to PHI.

POLICY STATEMENT:

Children's Hospital will make available, to each new patient admitted, no later than the date of the first delivery of services, a copy of the current version of the Notice. The Notice will be available to all patients/legal guardians in a form, which they can understand. A copy of the most current version of the Notice will be posted in all locations through which patients are admitted and on the Children's Hospital Website.

PROCESS:

1. The person who obtains the Admission and Consent to Treatment Form will be responsible for making the Notice available to the patient/legal guardian.
 2. In emergency situations, the patient/legal guardian will be given the Notice as soon as reasonably practicable after the emergency.
 3. The person who obtains the Admission and Consent to Treatment Form will complete the Privacy Notice Written Acknowledgement, which will document either the parent/legal guardian's receipt of the Notice or our good faith effort to obtain written acknowledgement.
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- A. The Privacy Notice Written Acknowledgement will contain:
 1. The patient's/legal guardian's written acknowledgement of receipt of the Notice or Children's Hospital's good faith effort to obtain written acknowledgement if written acknowledgement cannot be obtained. If the patient/legal guardian refuses to sign the acknowledgement, Children's Hospital must document the reason why written acknowledgement was not obtained.
 2. The Notice version number.
 3. The date the acknowledgement was signed.
 4. The location where the Privacy Notice Written Acknowledgment was obtained.
 - B. The information contained on the Privacy Notice Written Acknowledgment as outlined above will be documented in the computer during the registration process.
 - C. The Privacy Notice Written Acknowledgement will become part of the patient's medical record.
4. If the privacy practices of Children's Hospital change, the Privacy Notice will be revised to reflect these changes. It is the responsibility of the Privacy Officer to make the appropriate changes to the Notice. The process for the distribution and posting of the new Notice in the appropriate locations will be the responsibility of the Privacy Officer.
 - A. If the Notice is changed, all patients/legal guardians have a right to a current version of the Notice upon request. Existing patients will be provided with an updated version of the Notice upon their next encounter.
 5. The Privacy Officer will retain copies of all the Notice versions that have been used by Children's Hospital.
 6. All questions about the Notice should be directed to the Privacy Officer.

REGULATORY REFERENCE: 45 C.F.R. 154.520
