

HIPAA STAFF POLICY & PROCEDURES

Policy: Providing Notice of Privacy Practices

Our practice will provide a notice of our privacy practices to you, our patients, and to anyone else who requests a copy. Our Notice and the way we provide it will comply with HIPAA and applicable state law. Our KPD Practice will revise the Notice as appropriate, and will provide the revised Notice as required by HIPAA. Our practice will not use or disclose patient information in a manner that is inconsistent with our Notice, HIPAA or state law.

Procedures

Staff. Our Notice of Privacy Practices describes how our dental practice may use and disclose patient information.

- ✓ Ask the Privacy Official if you have any questions about the notice.
- ✓ Do not use or disclose patient information in violation of our Notice.

As KPD Team Members, we each agree and do provide our Notice to each new patient at his or her first appointment, and ask the patient to sign the Acknowledgement of Receipt form. If a patient refuses to sign the acknowledgement of receipt, note this on the form that you tried to get the acknowledgement, and the reason you could not do so. If the patient has a personal representative, such as parent or guardian of a minor, provide the Notice to the personal representative and ask the personal representative to sign the acknowledgement form.

Retain each completed acknowledgement form for six years from the date that it was created or the date that it was last in effect, whichever is later. If we don't have an acknowledgement form for a patient, then at that patient's next appointment give the patient a copy of the Notice and ask the patient to sign the acknowledgement form.

A copy of the Notice can be generated by going into Office Documents/New Patient Packet/ and printing the document titled "KPD-HIPAA Notice of Privacy Practices for Patients revised as of 2018.doc" A copy will be made and given to anyone who asks for one.

KPD Privacy Official. You are responsible for developing our Notice of Privacy Practices and for revising our Notice when appropriate – for example, if our privacy practices change, if the HIPAA rules change, or if there is a change in state law.

Providing the Notice. KPD Privacy Official is responsible for developing our Notice of Privacy Practices and for revising our Notice when appropriate – for example if our practices change, if the HIPAA rules change or if there is a change in state law.

Revising the Notice.

1. Whenever our privacy practices change or there is a change in the law or the HIPAA rules that requires a change to the Notice, determine whether our dental practice must revise the Notice. If so revise the Notice as appropriate.
2. If our Notice is revised, then on or after the effective date of the revision our practice will:
 - a. Provide the new Notice to new patients on their first appointment and ask them to sign the acknowledgement.
 - b. Have a supply of copies of the New Notice available in the dental office and give a copy to anyone who asks for a copy to take with them.
 - c. Post the New Notice in a clear and prominent location in the dental office.
 - d. Post the New Notice on our website and make the New Notice available electronically through the website
 - e. Retain at least one copy of the old and the new Notices for at least six years from the date when the document was created or the date when the document last was in effect, whichever is later.

Complying with our Notice. Train workforce members to comply with our Notice.

Policy: Notifying Staff of HIPAA Policies and Procedures

Our practice will train our staff team members to be aware of and implement our HIPAA privacy policies and procedures that we take to safeguard HIPAA information in our office. These privacy policies and procedures are consistent with:

- ✓ Privacy Rule
- ✓ Breach Notification Rule
- ✓ Applicable state laws.

To do this the Privacy Official and all KPD Team Members will

- ✓ Ensure compliance with HIPAA
- ✓ Not permit a violation of HIPAA
- ✓

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Procedures on How A Patient/Parent May Request.

- a. **Requesting a Notice Of Privacy Practice.** If a patient/parent wants more information about our privacy practices or have questions or concerns, they may contact us to request this. A copy of our most current privacy practice is found in Office Documents under Office Documents/New Patient Packet.
- b. If you are concerned that we may have violated your privacy rights, or if you disagree with a decision we made about access to your health information or in response to a request you made to amend or restrict the use or disclosure of your health information or to have us communicate with you by alternative means or at alternative locations, you may complain to us using the contact information listed at the end of this Notice. You also may submit a written complaint to the U.S. Department of Health and Human Services. We will provide you with the address to file your complaint with the U.S. Department of Health and Human Services upon request.

We support your right to the privacy of your health information. We will not retaliate in any way if you choose to file a complaint with us or with the U.S. Department of Health and Human Services.

Our Privacy Official: Laura B. Nobel
Telephone: 207-942-0593 Fax: 207-947-5237
Address: 24 Penn Plaza Bangor ME 04401
E-mail: gtoolo@katahdinpediatricdentistry.com

This material is educational only, does not constitute legal advice, and covers only federal, not state, law. Changes in applicable laws or regulations may require revision. Katahdin Pediatric Dentistry may contact their personal attorneys for legal advice pertaining to HIPAA compliance, the HITECH Act, and the U.S. Department of Health and Human Services rules and regulations.

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