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| **POLICY TITLE:**  | Notice of Privacy Practices Policy - CP34  |
| **APPLIES TO:**  | All Clinical Staff at Caregiver Grove Behavioral Health  |
| **EFFECTIVE DATE:**  | November 1, 2022  |
| **ANNUAL** **REVIEW DATE:**   | January 1 (each calendar year) Updated: July 29, 2024 Reviewed: August 19, 2024 |
| **PURPOSE:**  | The purpose of Caregiver Grove Behavioral Health’s Notice of Privacy Practices policy is to ensure that the privacy and confidentiality of client records comply with state and federal regulations.  |
| **DEFINITION:**  | Notice of Privacy Practices policy is the process that Caregiver Grove Behavioral Health utilizes to ensure that client records are protected based on state and federal laws.  |
| **POLICY**  | Caregiver Grove Behavioral Health will provide a Notice of Privacy Practices to all individuals receiving services at Caregiver Grove Behavioral Health. **Procedure** The Notice of Privacy Practices must be written in language that is easily understood and identify the following information: 1. A statement of how the individual will be informed of changes to Caregiver Grove Behavioral Health’s practices.
2. A description of the uses and disclosures expected to be made without the client’s authorization.
3. A statement that Caregiver Grove Behavioral Health has a legal requirement to protect privacy, provide a notice of privacy practices and adhere to the notice.
4. Statements that other uses and disclosures would be made only with the client’s authorization and the client could revoke the authorization.
5. A statement that the client can receive an accounting of the disclosures of their PHI.
6. A statement that the client can receive a copy of their medical record electronically if requested.
7. Statements about the entity’s legal requirements to protect privacy, provide notice and adhere to the notice.
8. A statement about how individuals would be advised of changes to Caregiver Grove Behavioral Health’s policies and procedures.
9. A description of the rights to request restrictions, inspect and copy PHI or amend or correct PHI.
10. Instructions on how to file a complaint with the U.S. Department of Health and Human Services or Caregiver Grove Behavioral Health.
11. The name and phone number of a contact person or office.
12. The date the notice is to be effective.
13. A description of all uses and disclosures of PHI that Caregiver Grove Behavioral Health is permitted under HIPAA regulations without an authorization.
14. At least one example of the types of uses and disclosures of PHI that Caregiver Grove Behavioral Health is permitted to make to carry out payment, treatment, and health care operations.
15. A description of the following client rights:
* The right to amend PHI.
* The right to an accounting of disclosures of PHI
* The right to request restrictions on certain uses and disclosures including a statement that Caregiver Grove Behavioral Health is not required to receive to agree to such restrictions.
* The right to receive confidential communications.

 If Caregiver Grove Behavioral Health wishes to disclose PHI to a health insurance carrier without authorization, it must be indicated in the notice. A self-pay client is able to refuse the release of PHI to their insurance carrier if the client has chosen not to use their insurance carrier for payment purposes.  The notice must be written in active voice, using “you” and other pronouns as appropriate. The notice must use common, everyday language and divide the material into short sections. The notice must be provided to new and existing clients as of the first service delivery date. The Notice of Privacy Practices must be posted on Caregiver Grove Behavioral Health’s website.  Caregiver Grove Behavioral Health must retain a copy of the Notice of Privacy Practices given to clients. Caregiver Grove Behavioral Health’s Notice of Privacy Practices must indicate the following information in the header: “This notice describes how medical information about you may be used and disclosed and how you can get access to the information. Please review it carefully.”  |
| **APPLICABLE STANDARDS:** | OAC 5122-26-08 CARF 1.K.1; 2.B.6. HIPAA  |
| **EXCEPTIONS:**  |   |
| **APPROVERS:**  |  John Tooson IV | Chief Executive Officer (CEO)Arnethia Levey | Vice President, Program Development & Compliance |