




Dedicated to Health, Healing and Recovery

## Administrative Policy

<b>Policy Name:</b> HIPAA Privacy Standard – Notice of Privacy Practices  <b>Attachments:</b> None	<b>Effective Date:</b> 5/6/08 <b>Last Review Date:</b> 5/19/14 <b>Last Revision Date:</b> 5/20/14 (Format Only) <b>Next Review Date:</b> 5/18/15
<b>Reviewed:</b>  <hr/> <b>Carol Gobbel, LPC, Corporate Compliance Officer</b>	<b>Approved:</b>  <hr/> <b>Thomas W. Ford, Ph.D., CEO</b>

It is the policy of Lookout Mountain Community Services to comply with the federal HIPAA Privacy Rule by maintaining a current [Notice of Privacy Practices](#). This Notice of Privacy Practices will be distributed to all individuals of LMCS.

### Procedures

1. The agency will maintain a current Notice of Privacy Practices that describes how protected health information will be used and disclosed.
2. During individual orientation to services, each individual will receive a copy of the Notice of Privacy Practices. A signed acknowledgement of receipt will be maintained in each individual's record.
3. When the individual served is a minor, has a guardian, or personal representative, the Privacy Notice will be given to the individual's representative.
4. If an individual (or representative) refuses to sign, or written acknowledgement is not obtained, LMCS staff are to document on the Acknowledgement form the reason and that good faith effort was made.
5. If a new individual is seen in an emergency/crisis, the individual will be given the Privacy Notice as soon as reasonably practical.
6. Program managers are responsible for insuring a current Notice of Privacy Practices is posted at their program sites.
7. Additional copies of the Notice of Privacy Practices will be available at each program site and available upon request.
8. A current copy of the Privacy Notice will be posted on the agency's website.
9. Questions from individuals or staff regarding the Notice of Privacy Practices should be directed to the Program managers and/or the Privacy Officer.
10. New and current employees will receive ongoing training on the Notice of Privacy Practices and additional HIPAA practices.
11. Any employee who believes LMCS is not complying with its Privacy Notice is required to report their concerns to their direct supervisor or the Privacy/Corporate Compliance Officer.