

POLICY AND PROCEDURE

NOTICE OF PRIVACY PRACTICES

POLICY

The privacy practices of ALPINE HOUSE ("ALPINE", "FACILITY") designed to protect the privacy, use and disclosure of protected health information are clearly delineated in the facility's **Notice of Privacy Practices**, which was developed and is used in accordance with Federal requirements.

PROCEDURE

- The privacy practices of ALPINE are described in the Notice of Privacy Practices.
- The privacy practices and requirements of ALPINE are further detailed in the facility's privacy policies and procedures.
- The Notice of Privacy Practices is given to all patients no later than the date of the first service delivery.
- A good faith effort is made to obtain written acknowledgement of the patient's receipt of the facility's Notice of Privacy Practices.
- When written acknowledgement of the patient's receipt of Notice cannot be obtained, there is documentation to explain efforts made to obtain it and the reason(s) why it was not obtained.
- The Notice of Privacy Practices is available to anyone who requests it.
- The Notice of Privacy Practices will be revised as needed to reflect any changes in ALPINE's privacy practices. Revisions to the Notice will not be implemented prior to the effective date of the revised Notice.
- When revisions to the Notice of Privacy Practices are necessary, all current patients, employees, and business associates will receive a revised copy with notation of the changes made.
- The Privacy Official retains copies of the original Notice of Privacy Practices and any subsequent revisions for a period of six (6) years from the date of its creation or when it was last in effect, whichever is later.
- Documentation is retained for six years of the patient's written acknowledgement of receipt of the facility's Notice of Privacy Practices or of efforts made to obtain this written acknowledgement and the reason(s) why it was not obtained.
- All employees and business associates of ALPINE are required to adhere to the privacy practices detailed in the Notice of Privacy Practices, privacy policies and procedures and business associate contracts.
- Violations of ALPINE's privacy practices will result in disciplinary action up to and including termination of employment or contracts.
- The Notice is posted in a clear and prominent location.
- The Notice of Privacy Practices is prominently displayed and available electronically on the Facility's website at <http://www.alpinehouse.net>.
- A sample copy of the Notice of Privacy Practices is reproduced in the Employee Handbook and is reviewed with all current employees annually as a part of the Confidentiality In-service and with all new employees during their orientation.