

 <p>GEORGIA DEPARTMENT OF COMMUNITY HEALTH</p>	<p>Policy Number: 909</p> <p>Effective Date: April 14, 2003</p> <p>Revision Date:</p>
<p>Privacy Policy</p>	<p>Notice of Privacy Practices</p>
<p>Originating Work Unit: Privacy Office</p>	<p>Category: Legal Compliance</p>

SCOPE:

This policy applies to all DCH employees who perform duties in conjunction with the access, distribution, dissemination, modification and management of protected health information.

POLICY:

It is DCH's policy to ensure compliance with the Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule by providing a Notice of Privacy Practices to outline the Department's uses and disclosures of PHI, and its privacy practices.

REPORTING VIOLATIONS:

Violation of this or any other DCH Privacy policy is to be reported to the Privacy Officer.

LEGAL AUTHORITY:

45 C.F.R. §164.520

45 C.F.R. §164.510

45 C.F.R. §164.512

Notice of privacy practices for protected health information
 Uses and disclosures requiring an opportunity for the individual to agree or to object
 Uses and disclosures for which consent, an authorization, or opportunity to agree or object is not required.

SANCTIONS:

See DCH Sanctions Policy and Procedure.

 <p>GEORGIA DEPARTMENT OF COMMUNITY HEALTH</p>	<p>Procedure Number: 909</p> <p>Effective Date: April 14, 2003</p> <p>Revision Date:</p>
<p>Privacy Procedures</p>	<p>Notice of Privacy Practices</p>
<p>Originating Work Unit: Privacy Office</p>	<p>Category: Legal Compliance</p>

PURPOSE

DCH is required to provide adequate notice to individuals of the uses and disclosures of PHI it may make. DCH must document its compliance with the notice requirements by retaining copies of the notices it issues.

PROCEDURE:

- ✓ Promptly revise and distribute the Notice of Privacy Practices whenever there is a material change to uses and disclosures, the individual's rights, DCH's legal duties, or other privacy practices stated in the Notice.
- ✓ Notice must be in plain language and must include:
 - a. Information regarding uses and disclosures of PHI
 - b. Clarification of a individual's privacy rights
 - c. DCH's responsibilities under the Privacy Rule
 - d. How to file complaints with DCH or the Secretary of DHHS
 - e. Name, title and phone number of the designated contact for complaints or for more information on DCH's privacy practices
 - f. Effective date of the notice
- ✓ Notice must be provided to individuals within sixty (60) days of a material revision to the notice
- ✓ Individuals must be notified every three (3) years of the availability of the Notice and how to obtain it
- ✓ The Notice must be posted prominently on DCH's web site.

REPORTING VIOLATIONS:

Violations should be reported to the DCH Privacy Officer.

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LEGAL AUTHORITY:

- 45 C.F.R. §164.520** Notice of privacy practices for protected health information
45 C.F.R. §164.510 Uses and disclosures requiring an opportunity for the individual to agree or to object
45 C.F.R. §164.512 Uses and disclosures for which consent, an authorization, or opportunity to agree or object is not required.

SANCTIONS:

See DCH Sanctions Policy and Procedure.