

Vivere Surgery Center	Original Date:	11-15-16
	Approved By:	
Policy & Procedure Manual	Revised Date/Approval:	
	Revised Date/Approval:	
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POLICY TITLE: [NOTICE OF PRIVACY POLICY](#)

PURPOSE:

Patients have a right to know about this office’s policies as they relate to confidentiality. Federal regulations demand that we make a good faith effort to obtain a patient’s written acknowledgment of receiving a copy of our *Notice of Privacy Policy*.

POLICY:

The *Notice of Privacy Policy* will be posted in a prominent area that is accessible to patients. During each patient’s visit the admission clerk will provide the patient with a copy of the *Notice of Privacy Policy* currently in effect.

1. The patient will be asked to review the notice and then sign a form acknowledging that he or she has reviewed our privacy policy. This form will be filed in the patient’s record. A copy of the notice will be offered to the patient.
2. If any patient requests further information on the contents of the notice, that person will be directed to the privacy officer or other designated staff member.
3. If the patient refuses to sign or acknowledge receipt of the notice, care will still be provided to the patient and the events surrounding the refusal will be documented in the patient’s file.

Modification/Documentation of the Privacy Notice

1. Each acknowledged notice will be retained by the facility for six years from the date it was last in effect, as required by the facilities retention policy under the Health Insurance Portability and Accountability Act (HIPAA). If the patient-physician relationship has been terminated, the notice must be maintained for six years from the last date of treatment.
2. The privacy officer will ensure that reviews and updates are made to the notice so that it continues to accurately describe the facilities policies concerning how protected health information is used or disclosed. At a minimum, reviews will take place every two years.
3. When the notice is updated, the facility will post, along with the notice in a prominent location, statements that the notice has been updated and that a copy is available on request.