

HIPAA Notice of Privacy Practices (NPP) Policy

Purpose

To ensure compliance with the Health Insurance Portability and Accountability Act (HIPAA) by informing patients of their rights and the organization's legal duties regarding protected health information (PHI).

Scope

Applies to all workforce members, contractors, and business associates who create, access, use, or disclose PHI.

Policy Statement

The organization maintains and distributes a Notice of Privacy Practices (NPP) that describes how PHI may be used and disclosed and explains patients' rights regarding their health information, in accordance with HIPAA regulations.

Notice of Privacy Practices Requirements

The NPP includes: - Permitted uses and disclosures of PHI for treatment, payment, and healthcare operations

- Uses and disclosures requiring patient authorization
- Patient rights, including: - Right to access and obtain copies of records
- Right to request amendments
- Right to request restrictions
- Right to confidential communications
- Right to file a complaint without retaliation - Legal duties of the organization to safeguard PHI

Distribution of the NPP

- The NPP is provided at the first service encounter

- Available electronically via patient portal or website

- Available in paper form upon request
- Acknowledgment of receipt is obtained and documented

Safeguards & Minimum Necessary Standard

- Access to PHI is limited to workforce members with a legitimate need
- Administrative, technical, and physical safeguards are maintained
- PHI disclosures follow the minimum necessary standard

Complaints & Enforcement

Patients may file privacy complaints internally or with the U.S. Department of Health and Human Services. No retaliation is permitted for filing a complaint.

Training & Compliance

- Workforce members receive HIPAA training upon hire and annually
- Violations are subject to corrective action

Review & Approval

These Patient Intake & HIPAA policies are reviewed at least annually and updated as required by law.

Approved By: Jeremy Eades, APRN-MSN

Title: Medical Director / Supervising Provider

Signature: _____

Date: 01/07/26

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