

Oneida County

Notice of Privacy Practices-Policy

PURPOSE: Protection of Personal Health Information and Notification of Client's Rights.

SCOPE: All covered services provided by Oneida County

POLICY:

Oneida County recognizes a client's right to receive adequate notice of the uses and disclosures of Protected Health Information that may be created by Oneida County, and of the client's rights and Oneida County's legal duties with respect to Protected Health Information. All clients who receive direct health services from Oneida County that are determined to be covered services under HIPAA will receive the Notice of Privacy Practices.

PROCEDURE:

Content of Notice: Oneida County will provide each client with a notice of its privacy practices that is written in plain language and that contains the elements required by HIPAA. The current version of Oneida County's Notice of Privacy Practices (the "Notice") is attached.

Acknowledgment of Receipt: Oneida County must use good faith effort to obtain a written acknowledgment by the client of receipt of the Notice. At the initiation of service, appropriate program staff will provide clients with Notice and an Acknowledgement of Receipt of Notice of Privacy Practices form. This form is to be completed by the client, or appropriate program staff, and kept in the client's record. If despite good faith efforts, staff are unable to obtain a written acknowledgment of receipt, then staff are to document their efforts and the reason(s) why the written acknowledgment of receipt could not be obtained.

Revisions to the Notice: Oneida County shall promptly revise and distribute its Notice whenever there is a material change to the uses or disclosures, the individual's rights, our legal duties, or other privacy practices stated in the Notice. Revised Notices shall be made available on request, via posting at the Oneida County Clerk's Office, Oneida County Health Department and the Department of Social Services, and on the County, Social Services and Health Department Web sites.

Provision of Notice: Oneida County will provide the Notice of Privacy Practices to all clients who receive covered services as determined under HIPAA. All health care services provided by a health care provider for individuals for preventive, diagnostic, therapeutic, rehabilitative, maintenance, or palliative care or counseling, service, assessment or procedure with respect to the physical or mental condition or functional status of that person is considered a covered service.

Oneida County shall:

- make its Notice of Privacy Practices available upon request to any person.
- provide the Notice in person no later than the date of the first service delivery after 4/14/2003, for any health service provided face-to-face with client.
- provide the Notice via First Class Mail to all clients receiving covered services provided via the telephone.
- make the Notice available at its offices for individuals to take with them. Notices are available at the County Clerk's Office, in the reception area of the Department of Social Services and at the Public Health Department.
- post the Notice in a clear and prominent location where it is reasonable to expect individuals seeking service from Oneida County to be able to read the Notice. List of posted sites:

County Clerk's Office, Social Services Department & Public Health Department

- prominently post its Notice on its web site and makes the Notice available electronically through the web site. .
- provide the Notice to a client by e-mail, if the client agrees to electronic notice and such agreement has not been withdrawn. Confirmation of the transmission of the e-mail will be maintained in paper form in the client file or through the email archiver system. If it is clear that the e-mail transmission has failed, a paper copy of the Notice shall be provided to the client. A paper return receipt must be kept in client's file.

Non-Covered Services: Notice of Private Practices will not be provided to those clients of Oneida County that are receiving non-covered services.

Documentation: Compliance with the Notice requirements will be documented by retaining copies of the Notices it issues for a period of seven (7) years from the date of their creation, or the date when such Notice last was in effect, whichever is later. Copies of the Notice will be kept with the Oneida County Privacy Officer.

HIPAA POLICY NUMBER:

A-1

LEGAL REFERENCES:

**45 C.F.R. § 164.520
s. 146.82 Wisconsin Statutes**

EFFECTIVE DATE:

4/14/03

DATES OF REVIEW/REVISION:

12/16/2014

APPROVED BY HIPAA COMMITTEE ON:

01/27/2015

AUTHORIZATION SIGNATURE:



Mary Rideout, Privacy Officer