

Policy #: 085-H18	Policy Title: Notice of Privacy Practices	Page: 1 of 2
Dept. Name: HIPAA	Policy Approval Date: 02/08/2005	Orig. Effective: 02/08/2005 Revised: 04/01/2015 Retired:
Responsible Reviewer(s): Title: Privacy and Security Officer Title: Sr. VP of Compliance		

1. Policy & Purpose:

It is 21st Century Oncology's policy to ensure compliance with the Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule by creating, periodically reviewing, updating, and providing a Notice of Privacy Practices to advise an individual of how the company may use and disclose protected health information (PHI) about the individual, as well as his or her rights and the company's obligations with respect to that information.

2. Scope:

This policy applies to all 21st Century Oncology, Inc. facilities and all employees or independent contractors of 21st Century Oncology, Inc. or any 21st Century Oncology, Inc. affiliated, subsidiary, contracted, or related party company.

3. Roles and Responsibilities:

3.1 The Privacy and Security Officer is responsible for creating, periodically reviewing, and updating, when needed, the company's Notice of Privacy Practices. The Notice must contain all required components, as directed by the U.S. Department of Health and Human Services (DHHS). Senior VP of Compliance and Legal Counsel will review and approve the Notice and any updates before its release for use.

3.2 Workforce members in positions responsible for registering new patients are responsible for providing the Notice and obtaining evidence that it was provided to all new patients, or their representatives, as outlined in the Procedures below.

4. Procedures:

4.1 At the time of new patient registration, the appropriate workforce member must provide the current Notice of Privacy Practices to each new patient, or representative. This can be accomplished by providing a paper, take-away copy, an in-office copy for review, an electronic copy, or detailed directions on how to view/print a copy from any other electronic means (patient portal, website, etc.). In any event, a paper copy must always be provided if the patient, or representative, specifically requests it.

4.2 If the new patient is being seen in an emergency situation, the Notice must be provided to the patient, or representative, in a timely manner after the emergency.

4.3 After the Notice has been provided, the workforce member must make a good-faith effort to secure the patient's, or representative's, signature on the Acknowledgement of Receipt of Notice of Privacy Practices document. NOTE: This is only the

Policy #: 085-H18	Policy Title: Notice of Privacy Practices	Page: 2 of 2
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acknowledgement of receipt of the Notice and does not document that the patient has read or understands the Notice. If the patient, or representative, refuses to sign the Acknowledgement of Receipt, the workforce member must document the reason for not obtaining the signature at the bottom of the Acknowledgement of Receipt, and provide their signature and date.

4.4 The workforce member must scan the completed Acknowledgement of Receipt of Notice of Privacy Practices document into the appropriate system, as detailed in Policy 085-H30 HIPAA-Required Forms within EMR and PM Systems.

4.5 If the Notice is revised, all workforce members must destroy any previous versions of the Notice and provide the revised Notice to any new patients and returning patients immediately after receiving it for distribution.

4.6 The most current version of the Notice of Privacy Practices must be posted in a conspicuous location within the provider office.

4.7 The most current version of the Notice must also be posted on the 21st Century Oncology website at 21stcenturyoncology.com.

5. Definitions:

None

6. Forms:

Notice of Privacy Practices

Acknowledgement of Receipt of Notice of Privacy Practices

7. Sources Referenced: 45 CFR 164.520

8. History:

Version	Date	Author	Summary of Changes
1	02/08/2005	Mary Annazone	Original Release
2	04/01/2015	A.Britt/L.Marone	Reformatting; Inclusion of Responsibilities; Updated all Procedures.