



Notice of Privacy Practices

Effective: April 14, 2003

Policy

A Notice of Privacy Practices will be given to every client¹. Copies of each version of the Notice will be retained for six (6) years.

Procedure

1. The Notice of Privacy Practices is the official description of:
 - 1.1 How Christine Randle uses Protected Health Information (PHI);
 - 1.2 When Christine Randle may disclose PHI;
 - 1.3 The rights of the client with respect to PHI; and
 - 1.4 Christine Randle's legal duties with regard to PHI.

The Notice of Privacy Practices will reflect other state and federal laws that impact Christine Randle's privacy practices.

2. The Notice of Privacy Practices is approved by the Privacy Officer (Christine Randle). She is responsible for revising the Notice of Privacy Practices to reflect any changes in practices regarding PHI. The Notice is written in plain language.
3. The Notice of Privacy Practices is posted in a prominent location accessible to clients. The Notice is also available electronically through Christine Randle's website, www.flyinghighfarm.com.
4. A copy of the Notice of Privacy Practices will be given to the client at the time of the first service delivery. EXCEPTION: If treatment is first rendered in an emergency, the Notice is given as soon as reasonably practicable after resolution of the emergency.
5. Christine Randle will ask the client to sign a written acknowledgement of receipt. If the client refuses or is unable to sign, the circumstances will be documented on the acknowledgement form. The acknowledgement form will be retained in the client's record for six (6) years.
6. The Notice will be promptly revised whenever there is a material change to uses or disclosures of information, the individual's rights, Christine Randle's legal duties or other privacy practices stated in the Notice. The revised Notice will be made available at each service delivery site for continuing clients to take with them upon request and will be posted on www.flyinghighfarm.com, if applicable.

References

45 C.F.R. § 164.520(a)

¹ Client implies "Client or parent/guardian if client is a minor."
9/6/2003