

Notice of Privacy Practice Distribution

POLICY:

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) requires that covered entities distribute a notice of privacy practices to individuals receiving treatment and to members of its health plan. This notice describes how medical information about a patient or employee may be used and disclosed and how the patient or employee can get access to this information.

It is the policy of Purdue University that covered healthcare providers will make a good faith effort to distribute the Notice of Privacy Practices for Purdue's Healthcare Providers at the first instance of service delivery, including service delivered electronically. A good faith effort will also be made to obtain a written acknowledgement of receipt of the notice by the individual.

Purdue's health plan(s) will provide the Notice of Privacy Practices for Purdue University's Health Plans to all enrollees of the health plan and within 60 days of a material change to the notice. At least once every 3 years, Purdue's health plan will notify health plan members of the availability of the notice and where to obtain a copy.

PROCEDURE:

Healthcare Providers:

Purdue's healthcare providers will post the Notice of Privacy Practices prominently in their primary service locations, have the notice available there for individuals to request to take with them and post the notice on the provider web site, if one is maintained. The provider will ensure that staff are trained to offer the notice to the patient at the first time of service delivery occurring after 4/14/03. A good faith effort must be made to obtain an acknowledgement of receipt of the notice, signed by the patient and included in the patient file. If an acknowledgment cannot be obtained, a note describing the effort to obtain the acknowledgement should be added to the patient file.

If the initial delivery of service is not face-to-face, staff should offer to provide the notice at the next visit by the patient to the healthcare facility or by mail if preferred. If the patient prefers to receive the notice by mail, the notice will be sent to the patient's address with a letter requesting a returned acknowledgement of receipt. A copy of the letter will be maintained in the patient file. If the patient returns the acknowledgement of receipt, the acknowledgement will also be stored in the patient file.

In an emergency treatment situation, the notice should be delivered as reasonably practicable after the emergency has ended. Whenever the notice is revised, the modified notice will be posted at the provider location, on the provider web site, and will be made available upon request on or after the effective date of the revision.

Health Plan(s):

Purdue's health plan(s) distributed the notice to all employees currently enrolled in the health plan as of 4/14/03 and will ensure that new enrollees will be provided the notice at the first time of enrollment.

When there are material revisions made to the health plan notice, it will be distributed to all individuals covered by the plan within 60 days of the effective date of the revision. At least once every three years, the Purdue health plan(s) will notify individuals covered by the plans of the availability of the notice and how to obtain it.