NORTHERN NEVADA ADULT MENTAL HEALTH SERVICES

POLICY AND PROCEDURE

SUBJECT: NOTICE OF PRIVACY PRACTICES

NUMBER: NN-IM-PS-03

ORIGINAL DATE: 07/18/02

REVIEW/REVISE DATE: 01/05/06, 9/18/08, 5/19/11

APPROVAL: Rosalyne Reynolds {s}, Agency Director

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I. PURPOSE

The purpose of this policy is to provide the consumer with information regarding confidentiality, privacy, and access to their Protected Health Information (PHI).

II. POLICY

It is the policy of Northern Nevada Adult Mental Health Services (NNAMHS) to provide security, privacy, and confidentiality of clinical information, as delineated in the Health Insurance Portability and Accountability Act (HIPAA), and to keep consumers informed of the use and disclosure by NNHAMS of protected health information.

II. REFERENCES

1. Health Insurance Portability and Accountability Act CFR 42.164.520; 164.524; 164.522; 164.514; 1640.512; 164.508; 164.506; 164.502; 164.512;164.510.
2. Nevada Revised Statutes: 433A.360 and 629.02 through 629.061.
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3. NNAMHS Policy and Procedure NN-IM-MR-01 entitled, Consumer Access to Medical Record.
4. NNAMHS Policy and Procedure NN-IM-MR-04 entitled, Medical Records Availability of the Paper Portions of the Medical Record.
5. NNAMHS Policy and Procedure NN-IM-MR-22 entitled, Medical Records – Locked Files.
6. NNAMHS Policy and Procedure NN-IM-PS-02 entitled, Release of Consumer Information.

III. PROCEDURE

1. Consumers will be notified of NNAMHS privacy practices at the time of admission.
2. Consumers will verify receipt of the Privacy Notice on admission or evaluation for admission by signing the related section on the MR 126 Consent for Admission.
3. Any time practices are changed, NNAMHS Health Information Services Department will post on the x-drive so staff can print copies for staff and consumers by placing updated information in PAS, POU, IP units, Medication Clinic, PRP, Service Coordination, PACT, and switchboard.
4. The Privacy Notice will be provided in paper form.
5. A copy of the dated Privacy Notice with changes will be maintained on the x-drive and in the Health Information Services Department.