

## HIPAA PRIVACY ACT

**JOHN R. DAY & ASSOCIATES' Commitment to Privacy of Patient Information:** John R. Day & Associates supports an ethical and moral vision for the delivery of health care. We believe that the patients receiving our care are multi-dimensional beings, functioning on a physical, emotional, and spiritual level. In order to fully meet the patient's needs, we believe we have an obligation to safeguard the information shared with us during the provision of care. We are committed to meeting the full extent of the law in order to conduct the business of health care in a moral and ethical way.

**Employee Commitment to Maintaining Privacy:** Each employee, or work force member is responsible for protecting the privacy of patient information. The protection of patient information is an active role with every job or position. Each employee, or work force member is required to sign a confidentiality statement, indicating his or her commitment to maintaining the privacy of patient information.

**Patient Rights:** The patients have several new rights under the Privacy Rule: The right to access and view their record, the right to request an amendment, the right to request an accounting of disclosures, the right to request a restriction, the right to request confidential communications, the right to designate a patient representative, and the right to receive Notice of our privacy practices. All rights, except Notice should be required in writing. To exercise these rights, the local privacy officer/local contact should be contacted.

**Use of Information in the Provision of Patient Care:** During the provision of care, Protected Health Information may be exchanged with other providers of care for the treatment of patients, for the payment of a provider, and for the provision of health care operations of the provider.

**Securing the Environment:** John R. Day & Associates has the responsibility to reasonably protect patient information. This protection includes the physical environment. Employees who work with patient information of the computer should be aware of the direction of their computer screen, and make sure that the public cannot view it. A computer screen should not be left on while unattended. Emails should not contain Protected Health Information unless absolutely necessary. The destination of the email should also be considered. Protected Health Information should not be emailed to someone's home, unless absolutely necessary to provide patient care. Machines receiving faxes should not be located in a public area. If there is a common fax, staff that take the fax should be limited, rather than open to any staff walking by. The number for faxing should be verified, and automatically programmed, if possible.

**Incidental Disclosure:** During the provision of care, information is exchanged between caregivers. During that exchange, the information may be overheard. When information is overheard during the course of treatment, it is considered an incidental disclosure. Incidental disclosure is not an excuse for negligent disclosure of Protected Health Information. An example if incidental disclosure is when a repairman, such as the telephone repairman, comes into contact with PHI while repairing the telephone system. Since we did not provide the PHI to the repairman, and access to the PHI was not necessary for the repair, the disclosure was incidental.

**Reporting of Suspected Violation:** Any patient or employee may report a suspected violation of the protection of the privacy of patient information. A suspected violation should be reported to the immediate supervisor.

**I acknowledge that I have received the Privacy Practices of John R. Day & Associates, LTD. I understand the uses and disclosure of protected health information by John R. Day & Associates, LTD.**

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Patient/Guardian Signature

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Date

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Printed Patient Name