

# Notice of Privacy Practices

## Purpose:

To define a process for effectively posting and distributing the Notice of Privacy Practices for all Lewiston Ambulance Patients in compliance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

## Definitions:

**Health Insurance Portability and Accountability Act of 1996 (HIPAA):** A set of federal regulations from the department of Health and Human Services universally defining patient privacy rights.

**Notice of Privacy Practices (Notice):** A patient centric document written in plain language explaining how Lewiston Ambulance will use and disclose medical information about the patient and explaining what rights patients have under HIPAA.

## Policy Statements:

1. Lewiston Ambulance believes that patients should be informed about how Lewiston Ambulance uses and discloses medical information about them and what rights they have regarding that information.
2. All patients will receive a copy of the Notice.
3. Lewiston Ambulance will make a good faith effort to receive written acknowledgement from every patient that they have received the Notice.
4. The Notice is displayed in the following areas:
  - Admissions and Business Services at Lewiston Ambulance.
  - The Notice may also be available on request from the patient service representatives and other appropriate sites as needed.
5. Patients with questions about the Notice should be directed to the Privacy Officer.

## Procedure Statements:

1. The Notice will be distributed to all patients upon first encounter.
2. Patients are asked to verify receipt of the Notice by signing the attached acknowledgement.
3. If the patient refuses to acknowledge receipt after the initial distribution of the Notice, a second attempt will be made. If the patient fails or refuses to return the second acknowledgement, they will not receive the notice again and their record will be marked accordingly.