**PURPOSE**

To encourage awareness of patient privacy rights and Ohio Living Home Health & Hospice legal duties with respect to these rights and the use and disclosure of protected health information (PHI).

**POLICY**

Ohio Living Home Health & Hospice will respect and safeguard all protected health information of the patients it serves.

Each patient will be provided with information about their privacy rights at the time of admission to Ohio Living Home Health & Hospice.

To assist with fully understanding patient privacy rights and responsibilities, all related policies will be available to the organization personnel, patients, and their representatives as well as other organizations and the interested public.

**PROCEDURE**

1. The patient will be provided with information about their privacy rights in the organization’s Notice of Privacy Practices, which will be given to the patient during the admission visit. The patient’s privacy rights include:
   1. The right to adequate notice of the uses and disclosures of protected health information that may be made by Ohio Living Home Health & Hospice.
   2. The right to request privacy protection for protected health information.
   3. The right to access to inspect and retain a copy of his/her protected health information.
   4. The right to request that the organization amend protected health information or a record about the individual in a designated record set for as long as the protected health information is maintained in the designated record set.
   5. The right to receive an accounting of disclosures of protected health information made by Ohio Living Home Health & Hospice.
2. Ohio Living Home Health & Hospice will make a good faith effort to obtain the patient’s written acknowledgement of receipt of this notice. If an acknowledgement cannot be obtained, the admitting clinician will document their efforts to obtain the acknowledgement and the reason why it was not obtained in the clinical note.
3. The notice will be promptly revised and distributed whenever there is a material change to the uses or disclosures, the individual’s rights, organization’s legal duties, or other privacy practices stated in the notice.
4. Ohio Living Home Health & Hospice will prominently post the notice and make the notice available through its website.
5. The patient’s legal representative may exercise the patient’s rights when a patient is incompetent or a minor.
6. When a patient has questions about their privacy rights, requests additional information, or would like to exercise one (1) of these rights, they will be referred to the appropriate individual or office designated by Ohio Living Home Health & Hospice on the Notice of Privacy Practices.