



POLICY AND PROCEDURES FOR PROVIDING PATIENTS WITH PRIVACY NOTICE

Statement of Purpose: The Doctor's Office, LLC is committed to informing its patients (1) about their rights to the privacy of their protected health information (PHI) as required by the HIPAA Privacy Rules and (2) about the practice's obligations to protect those rights. Consistent with the requirements of the Privacy Rules, The Doctor's Office, LLC has adopted this Policy to ensure that each patient receives a copy of the practice's Notice of Privacy Practices ("Privacy Notice") that informs patient of these rights and obligations.

Statement of Policy: It is The Doctor's Office, LLC's Policy to provide a copy of its Privacy Notice to each new and existing patient. Each patient will receive a copy of the Privacy Notice upon the first date of service after April 1, 2003 and at any time the patient requests such copy. The Privacy Notice will be displayed in a prominent location within the practice's office and on The Doctor's Office, LLC's website.

PROCEDURES FOR PROVIDING PATIENTS WITH PRACTICE'S PRIVACY NOTICE

1. Beginning April 1, 2003, the front desk person will present each patient, whether new or existing, with a copy of The Doctor's Office, LLC's Privacy Notice upon the patient's first visit to the office for any purpose.
2. The front desk person will also provide the patient with a Privacy Notice Acknowledgement Form.
3. The front desk person will ask the patient to review the Privacy Notice and sign the Acknowledgement Form to acknowledge receipt of the Privacy Notice.



4. The front desk person will answer any questions that a patient may have with regard to the Privacy Notice or direct the patient to the Privacy Officer for assistance with such questions.
5. Executed Acknowledgements will be placed in the patient chart under the Administrative Information Tab.
6. If the patient refuses to sign the Acknowledgement, the front desk person will ask if there is a particular reason that the patient does not wish to sign the Acknowledgement. The patient will not be required or pressured to provide such information. The front desk person will document the refusal to sign and any information regarding the patient's reason for refusal.
7. A poster-size Privacy Notice will be posted at all times in the receptionist area and in prominent locations in the hallways. The Privacy Notice will also be made available in "Privacy Notice Notebooks," which will be placed in the receptionist area and each exam room.
8. If a patient requests a copy of the Privacy Notice, the front desk person will immediately provide a paper copy of the Notice to the patient if the patient is in the office. If the patient has made such request by phone or written communications, the front desk person will place a copy of the Privacy Notice in the mail to the patient within 24 hours of receipt of such request. It is the front desk person's responsibility to ensure that copies of the Privacy Notice are available at all times and to make additional copies as needed.
9. So long as The Doctor's Office, LLC maintains a web site, it will maintain a copy of the full content of the then-current Privacy Notice on the web site

Related Policies and Procedures

Procedures for Receiving and Responding to Patient Privacy Complaints
Procedures for Revising Privacy Notice Procedures

Process for Monitoring Compliance and Correcting Deficiencies

The Privacy Officer will perform periodic audits of the charts to ensure that Acknowledgements are being obtained as required under the above procedures. The Privacy Officer will also be responsible for periodically checking that the Privacy Notice remains posted in designated locations at all times. In addition to



the on-going training and monitoring that the Practice will provide, if problems are detected, the Privacy Officer will immediately initiate additional training sessions or implement other measures as she deems necessary.

Reporting Violations

All employees have an obligation to immediately report to the person designated below suspected and known violations of the Policy and Procedures outlined above.

TO ASK QUESTIONS ABOUT OR TO REPORT VIOLATIONS OF THE ABOVE POLICY OR PROCEDURES, PLEASE CONTACT:

**COMPLIANCE OFFICER
The Doctor's Office, LLC
19 Eastbrook Bend
Peachtree City, Georgia 30269
(770) 632-6622 (770) 631-9454 Facsimile**