

**CCEMS
OPERATIONS POLICY 100-31
HIPAA POLICY ON DISTRIBUTION AND ACCOUNTING
FOR PRIVACY ACT NOTICES**

I. PURPOSE

- 1.1 To comply with Federal HIPPA laws and regulation.
- 1.2 To establish guidelines for clinical personnel to distribute privacy act notices to patients.
- 1.3 To establish guidelines for clinical personnel to notify the administrative assistant of the inability to distribute a privacy act notice.
- 1.4 To establish guidelines for the mailing of privacy act notices to patients unable to receive them at the time of transport.

II. POLICY

- 2.1 All patients or family will receive a copy of the privacy act notice at time of transport unless:
 - 2.1.1 The patient is an emergency situation, or
 - 2.1.2 The patient is unconscious or unable to comprehend.
 - 2.1.3 The patient signs the electronic PCR section of HIPPA and verbally expresses that he/she does not wish to receive a copy.
- 2.2 Patients or family unable to receive a copy of the privacy act notice will have one mailed to the patient's address as soon as reasonably possible after the date of transport.

III. PROCEDURE

- 3.1 All clinical personnel will have a ready supply of privacy act notices available for use during transports.
- 3.2 All patients will be provided with a copy of the CCEMS privacy act notice at the time of transport unless their situation is:
 - 3.2.1 An emergency, or
 - 3.2.2 The patient is unconscious or unable to comprehend.

PROCEDURE WHEN UTILIZING THE ELECTRONIC RUN REPORT:

- 3.3 If the HIPAA pamphlet is given to the patient at the time of transport, crews will simply check the appropriate box in the electronic software and have the patient sign the report.
- 3.4 If the HIPAA pamphlet is NOT given to the patient at the time of transport, crews will check the appropriate box in the electronic software, along with the reason why. In this case, the administrative assistant will mail a privacy act notice to the patient's address and the recording of such shall be on the billing sheet, along with the date it was sent.

PROCEDURE ON ALL ANCILIARY REPORTS:

- 3.5 If the HIPAA pamphlet is given to the patient or family member at the time of transport, crews must check "HIPPA Given" on the CCEMS Statistical Cover Sheet.
- 3.6 If the HIPAA pamphlet is NOT given to the patient at the time of transport, the cover sheet must be checked "HIPPA Not Given".

- 3.7 Upon receipt of the notice that a HIPAA pamphlet wasn't given, the administrative assistant will mail a privacy act notice to the patient's address and the recording of such shall be on the cover sheet, along with the date it was sent.

Director: 

Effective: 01/05/2009

Reviewed: _____

Revised: _____