

Tulane University

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| DEPARTMENT: General Counsel's Office -- HIPAA | POLICY DESCRIPTION: Revisions to the Notice of Privacy Practices |
| PAGE: 1 of 1 | |
| APPROVED: April 1, 2003 | REVISED: |
| EFFECTIVE DATE: April 14, 2003 | POLICY NUMBER: GC-004 |

Tulane University Revisions to the Notice of Privacy Practices

SCOPE OF POLICY

This policy applies to Tulane University Medical Group, its participating physicians and clinicians, and all University employees and business units who provide management, administrative, financial, legal, and operational support to or on behalf of Tulane University Medical Group and have been designated as part of the Tulane University HIPAA Health Care Component.

STATEMENT OF POLICY

The Tulane University Health Care Component has established a method of integrating revisions to the Notice described in policy number GC-003. All revisions to the Notice must be made in accordance to the following process. Revisions to Joint Notices will be made in cooperation with other members of the applicable organized Health Care Arrangement.

IMPLEMENTATION OF POLICY

1. The Tulane University Health Care Component decides to revise the Notice of Privacy Practice.
2. The Tulane University Privacy Official reviews the proposed contents with the Office of the General Counsel.
3. The General Counsel's Office finalizes the information contained within the revision to ensure conformance with applicable law.
4. Revised Notice is approved by the General Counsel's Office and the Privacy Official.
5. Dissemination to management staff for appropriate distribution to patients and use by business associates and employees of the Tulane University Health Care Component.