

Tulane University

DEPARTMENT: General Counsel's Office -- HIPAA	POLICY DESCRIPTION: Notice of Privacy Practices and Acknowledgement
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APPROVED: April 1, 2003	REVISED: March 1, 2006
EFFECTIVE DATE: April 14, 2003	POLICY NUMBER: GC-003

Tulane University Notice of Privacy Practices and Acknowledgement

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

Tulane University Health Care Component is required by law to protect the privacy of health information that may reveal the identity of a patient and must provide a copy of the privacy practice notice (the "Notice") to each patient the first time such patient presents for treatment at a non-hospital based Tulane University Medical Group site after April 14, 2003.

IMPLEMENTATION OF POLICY

- 1) Posters will be displayed in each of Tulane University Medical Group sites that are not covered by a Joint Notice.
- 2) Patients will receive a copy of the Notice at the time of their first appointment.
- 3) Patients will be requested to sign an acknowledgement of receipt of the Notice.
- 4) The acknowledgement will be kept in the patient's medical record.
- 5) All employees and business associates of the Tulane University Health Care Component will treat patient health information consistent with the requirements of the Notice or a Joint Notice as applicable.