



**TRIPLE O MEDICAL
SERVICES P.A.**

1515 NORTH FLAGLER DRIVE SUITE 200 WEST PALM BEACH FLORIDA 33401
TEL: 561.832.6770 FAX: 561.832.3292 WWW.TRIPLEOMEDICAL.COM

Policy and Procedures for Providing Patients with Privacy Notice

Statement of Purpose:

Triple O Medical Services, P.A. is committed to informing their 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 obligation of the practice to protect those rights.

Triple O Medical Services, P.A. has adopted this Policy and ensures that each patient receives a copy of the practice's Notice of Privacy Practices ("Privacy Notice"). This serves as notification to the patient of these rights and obligations.

Statement of Policy:

Triple O Medical Services, P.A. provides 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 15, 2003 and at any time at the request of the patient. The Privacy Notice will be displayed, at all times, in a prominent location within the practice's office and on the Triple O Medical Services, P.A. website.

Procedures for Providing Patients with the Practice's Privacy Notice

1. Beginning April 15, 2003, the front desk personnel will present each patient, whether new or existing, with a copy of the Triple O Medical Services, P.A. Privacy Notice upon the patient's first visit to the office.
2. The front desk personnel will also provide the patient with a Privacy Notice Acknowledgement Form. The patient will review the Privacy Notice and complete the Privacy Notice Acknowledgement Form and return it to the front desk personnel.
3. The front desk personnel will be available to answer any questions that the patient may have in regards to the Privacy Notice. The patient may also ask to speak with the Privacy Officer for assistance.
4. Executed Acknowledgement Forms will be placed in the patient's chart.
5. If a patient chooses not to complete the Privacy Notice Acknowledgement Form, the front desk personnel will document the patient's refusal.
6. The Privacy Notice will be available in "Privacy Notice Notebooks", which are placed in the receptionist area and in each exam room.
7. If a patient requests a copy of the Privacy Notice, the front desk personnel will provide the patient with a copy. If a patient has made such a request by phone or written communication, the front desk personnel will direct the patient to the website, where the Privacy Notice may be downloaded, or they will mail the patient a copy of the Privacy Notice within 24 hours.

Related Policies and Procedures

Procedures for Receiving and Responding to Patient Privacy Complaints

Procedures for Revising Privacy Notice Procedures

Privacy Policy (continued)

Process for Monitoring Compliance and Correcting Deficiencies

The Privacy Officer will perform periodic audits on charts to ensure that Acknowledgement Forms are being completed as outlined above. 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 encountered, the Privacy Officer will immediately initiate additional training sessions or implement other actions as he/she deems necessary.

Reporting Violations

All employees have an obligation to immediately report any known or suspected violations of the Policy and Procedures as outlined above to the Privacy Officer listed below.

To inquire about or report violations of the above policy or procedures, please contact:

Bola Oni
Privacy Officer
1515 North Flagler Drive Suite 200
West Palm Beach, Florida 33401

(561) 832-6770 Phone
(561) 832-3292 Fax