



POLICY MANUAL

POLICY 10.020: NOTICE OF PRIVACY PRACTICES

PURPOSE: The Privacy Practices of [Solaris Healthcare, Inc.](#), designed to protect the privacy, use and disclosure of protected health information, are clearly delineated in Notice of Privacy Practices of [Solaris Healthcare, Inc.](#), which was developed and is used in accordance with Federal Requirements.

METHOD: [The following are procedures of Notice of Privacy Practices:](#)

- The privacy practices of Solaris Healthcare, Inc. are described in the Notice of Privacy Practices.
- The privacy practices and requirements of Solaris Healthcare are further detailed in the hospice's privacy policies and procedures.
- The Notice of Privacy Practices is given to all patients no later than the date of the first service delivery.
- A good faith effort is made to obtain written acknowledgement of the patient's receipt of the hospice's Notice of Privacy Practices.
- When written acknowledgement of the patient's receipt of the Notice cannot be obtained, there is documentation to explain efforts made to obtain it and the reason(s) why it was not obtained.
- The Notice of Privacy Practices is available to anyone who requests it.
- The Notice of Privacy Practices will be revised as needed to reflect any changes in Solaris Healthcare's privacy practices. Revisions to the Notice will not be implemented prior to the effective date of the revised Notice.
- When revisions to the Notices of Privacy Practices are necessary, all current patients, employees, and business associates will receive a revised copy with notation of the changes made.
- The Privacy Official retains copies of the original Notice of Privacy Practices and any subsequent revisions for a period of six (6) years from the date of its creation or when it was last in effect, whichever is later.
- Documentation is retained for six years of the patient's written acknowledgment of receipt of the hospice's Notice of Privacy Practices or of efforts made to obtain this written acknowledgment and the reason(s) why it was not obtained.
- All employees and business associates of Solaris Healthcare are required to adhere to the privacy practices as detailed in the Notice of Privacy Practices, privacy policies and procedures and business associate contracts.

- Violations of Solaris Healthcare privacy practices will result in disciplinary action up to and including termination of employment or contracts.
- The Notice of Privacy Practices is prominently displayed and available electronically on the Solaris Healthcare's Web site at www.SolarisFamily.com.
- The Notice of Privacy Practices is reproduced in the *Employee Handbook* and is reviewed with all current employees annually and with all new employees during their orientation to Solaris Healthcare, Inc.
- Solaris Healthcare company information to include ownership, mission statement, licensure and accreditation can be accessed on the Solaris Healthcare website at www.SolarisFamily.com or you may call the Privacy Officer at 888-376-5274.