

Hope Enterprises Inc.	Policy and Procedure
Policy Name:	Notice of Privacy Practices
Effective Date:	2/2018
Revised Date:	12/21/2021, 11/2/2022, 10/4/2023, 7/3/2024
Policy:	<ol style="list-style-type: none"> 1. Upon entry into any program, Hope shall provide a Notice of Privacy Practices (“<i>Notice</i>”), and attempt to obtain a signed receipt from each notice from every individual. Each notice shall contain: <ol style="list-style-type: none"> A. All elements and statements that are required by law. B. The potential use and disclosures of Protected Health Information (PHI). C. The individual’s rights as they pertain to their PHI. D. Hope’s legal duties as they pertain to the individual’s PHI.
Procedure:	<ol style="list-style-type: none"> 1. The Notice and Acknowledgement forms shall be included in the standard Entry Packet and provided to the individual upon entry into any program or as soon as practical to do so. 2. Staff shall make a good faith effort to obtain the Individual’s signature on the Acknowledgement at the time the Notice is provided. The Notice and signed Acknowledgement shall maintained in the individual record. 3. In the event that an Individual refuses or is otherwise unable to sign the Acknowledgement, staff shall document, on the Acknowledgement form, what actions were taken to obtain the individual’s signature and forward it to the Compliance Department. 4. Providing Notice: <ol style="list-style-type: none"> A. Provided in writing to Individuals, family, or guardians upon request. B. Posted in a conspicuous location accessible to the public such as the entrance lobby or similar location. C. Shall be maintained on the Hope Enterprises website. 5. Revisions to the Notice shall be the duty of Hope’s Privacy Officer who will ensure that: <ol style="list-style-type: none"> A. Revisions are made available upon request. B. Revisions are posted. 6. Material changes shall not be implemented prior to the effective date of any revisions to the Notice. 7. A copy of each Notice issued by Hope shall be maintained as long as the individual is receiving services and for a period of at least six years from any separation from Hope’s services. 8. All violations of this policy must be reported to the Privacy Officer.
Cross References:	<ul style="list-style-type: none"> • Policy #5.10 – Health Insurance Portability and Accountability
Training References:	<ol style="list-style-type: none"> 110. Notice of Privacy Practices 111. Acknowledgement of Receipt of Privacy Practices – In Electronic Health Record
Approval:	<p><i>Suzanne Glisan, COO</i> <small>Suzanne Glisan, COO (Jul 30, 2024 21:56 EDT)</small></p>