



## Individual’s Access to Protected Health Information

### Policy # 3.1

#### Provision of Notice of Privacy Practices

Original Effective Date: 6/21/2016

Revised Date:

**Purpose:** Ensure that a Notice of Privacy Practices is provided to Individuals in accordance with HIPAA regulations.

**Policy:**

Travis County provides its Notice of Privacy Practices (“Notice”) consistent with the procedures described herein, and in accordance with HIPAA and state regulations.

**Procedures:**

1. The Travis County Privacy Officer maintains the Notice of Privacy Practices (“Notice”) for Travis County.

**Note: Individuals who reside in correctional institutions do not have a right to a Notice of Privacy Practices.**

2. The Privacy Officer also ensures that the Notice is posted on the County website and ensures substantial revisions are posted by their effective date.
3. In the event that the Privacy Officer makes a material change to the Notice, the Privacy Officer sends the revised Notice to the Covered Components, along with guidance on how to implement the changes contained in the Notice.
4. The Notice will be provided to enrollees, named insureds, and patients, and receipt of notice will be documented as follows:

Type of Covered Component	Health Plan	Health Provider
Providing the Notice	<p>Notice must be provided to new enrollees (not the enrollee’s dependents) and the named insureds:</p> <ol style="list-style-type: none"> <li>1. at the time of enrollment or re-enrollment.</li> <li>2. to the named insured of a policy under which coverage is provided or to the named insured and one</li> </ol>	<p>Notice must be provided to patients (clients):</p> <ol style="list-style-type: none"> <li>1. at the first service encounter;</li> <li>2. as soon as possible after emergency treatment.</li> </ol> <p>The Notice of Privacy Practices must also be posted in a prominent location in the office for patients to see.</p>

	<p>or more dependents, when requested.</p> <p>Notice must also be posted on any page of the group health plan's website that provides information about the group health plan's benefits.</p>	
<b>Receipt of Notice</b>	No Procedure Required	<ol style="list-style-type: none"> <li>1. Workforce members ask patients to sign a copy of the Travis County Notice (which has a signature block) and file the Notice in the patient's file.</li> <li>2. Patients are given an additional copy of the Notice.</li> <li>3. Patients may refuse to sign the Notice. Workforce members note the refusal on the Notice and place it in the patient's medical record.</li> </ol>
<b>Revised Notice</b>	<p>The revised Notice, or information about the material change and how to obtain the revised notice, will be provided to individuals then covered by the health plan within 60 days of the material revision to the notice.</p> <p>The Revised Notice must also be posted on any page of the group health plan's website that provides information about the group health plan's benefits.</p>	The revised Notice will be provided to patients upon request, and will be posted in a prominent location in the office.