

# MAINEGENERAL HEALTH

**FUNCTIONAL AREA:** Rights & Responsibilities

**POLICY #:** RI-34

**EFFECTIVE:** 09/13

**REVIEWED/REVISED:** 07/15, 11/15,  
01/16, 07/18

**TOPIC:** Notice of Privacy

**AUTHORIZATION:**

President/CEO MaineGeneral Health & MaineGeneral Medical Center

Privacy Officer

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**I. PURPOSE:**

Each patient is entitled to receive information about the uses and disclosures of protected health information (PHI) that may be made by MaineGeneral Health (MGH) and its subsidiaries as well as the patient's rights and MaineGeneral Health's legal duties with respect to health information. This policy describes the content, locations of access and means of disseminating the Notice of Privacy Practices at MaineGeneral Health.

**II. POLICY:**

MaineGeneral Health's Notice of Privacy Practices has been developed in accordance with the HIPAA Privacy and Security rules of 2003 and 2005 and the Omnibus rules of 2013.

**III. RESPONSIBILITIES:**

The MGH Privacy Officer has the overall responsibility for ensuring and enforcing compliance with the HIPAA Privacy Standards described in the Notice of Privacy including maintaining, revising and distributing the Notice of Privacy Practices.

**IV. PROCEDURES:**

1. Means of Disseminating Notice of Privacy Practices:

- a. The Hospital will provide the Notice of Privacy Practices to patients and others in the following ways:
  - i. upon any person's request;
  - ii. at registration or check-in, at the first visit, as requested or at the next visit following any revision;
  - iii. by having hard copies of the Notice available at the information desk in the lobby, the front desk of the emergency department, outpatient areas, nursing stations, etc., and;

- iv. by posting the Notice in clear and prominent locations where it is reasonable to expect individuals seeking service from MGH to be able to read the notice.
- b. The Notice of Privacy is prominently posted on the MGH web-site. The Notice may also be provided via email if agreed upon by the individual.
- c. The effective date of the Notice of Privacy Practices, including any revised Notice of Privacy Practices, will not be before the publication date of the printed Notice.
- d. Except where required by law, a material change in the Notice of Privacy Practices will not be implemented before the effective date of the Notice.

2. Obtaining Patient Acknowledgement of Receipt of Notice of Privacy Practices:

Except in emergency situations, at registration, MGH will make a good faith effort to obtain written acknowledgement from the patient or the patient's representative of receipt of the Notice, and if not obtained, indicate the individual's refusal to receive the Notice of Privacy or other extenuating circumstance. In emergency situations where obtaining acknowledgement of receipt of the Notice would interfere with patient care, the Hospital will attempt to obtain the acknowledgment as soon as practical.

**V. POLICY ACCESSIBILITY:**

- Original approved MaineGeneral Health Policies are maintained in Administration at the ACH.
- Entities of MaineGeneral Health maintain and file policies specific to their areas in a designated Administrative area of their own.
- Copies of MGH policies are filed in the Health Sciences Library of the Thayer Center for Health, Waterville.
- Employees can access policies via the MaineGeneral Connect site.

**VI. POLICY APPLIES TO:**

- MaineGeneral Medical Center
- MaineGeneral Rehabilitation & Long Term Care
- MaineGeneral Retirement Community
- MaineGeneral Community Care
- All

**VII. CITATIONS/BEST PRACTICE REFERENCES:** (i.e., cite TJC Standard or AHA, CDC)

**VIII. POLICY ATTACHMENTS:**

- Attachment 1 - Notice of Privacy Practices