

# **NOTICE OF HIPAA PRIVACY PRACTICES**

**DR. FREEMAN & ASSOCIATES  
3290 CHURCH ROAD, RICHMOND VA 23233**

**This notice describes how your health information may be used and disclosed and how you are allowed to access your health information.**

## **OUR LEGAL DUTY:**

Our office is required by law to maintain the privacy of your health information. Our office is required to give you this Notice about our privacy practices, our legal duties and your rights concerning your health information. We reserve the right to change our privacy practices and the terms of this Notice at any time, provided such changes are permitted by law. You may request a copy of this Notice at any time.

## **USE OF DISCLOSURES OF HEALTH INFORMATION:**

With your signed consent, we can use and disclose health information about you for treatment, payment and daily office operations. For Example:

**TREATMENT:** We may use or disclose your health information to a physician or other healthcare provider providing treatment to you or consulting on your treatment.

**PAYMENT:** We may use or disclose your health information to obtain payment from you or your insurance providers for health services you have received.

**DAILY OFFICE OPERATIONS:** We may use or disclose your health information within our physical office location for the use of daily office operations such as scheduling appointments, relaying information to medical personnel, and filing insurance.

**APPOINTMENT REMINDERS:** We may use or disclose your health information to provide you with appointment reminders such as voicemail, answering machines, postcards, letters, or e-mail.

## **YOUR AUTHORIZATION:**

Unless you give us additional written authorization, we cannot use or disclose your health information for any reason except those described in this Notice. We must disclose your health information to you. We may disclose your health information to a family member, friend or other person to the extent necessary to help with your healthcare or with payment for your healthcare, but only if you agree that we may disclose that information to that specific person. Copies of your healthcare records may only be released with your signature, and we will use our professional judgment in allowing a person, other than the patient, to pick up prescriptions, medical supplies, x-rays or other medical records.

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We may use or disclose health information to notify a family member or the person responsible for your care, of your general condition. In the event of your incapacity or emergency circumstances, we will disclose health information based on our professional judgment and disclose only health information that is directly relevant to the person's involvement in your healthcare.

## **MARKETING:**

Your health information will not be used for marketing communications with third party companies.

## **REQUIRED BY LAW:**

We may use or disclose your health information when we are required to do so by law. We may disclose to military authorities the health information of Armed Forces personnel. We may disclose to authorized federal officials health information required for lawful intelligence, counterintelligence, and other national security activities. We may disclose to correctional institutions or law enforcement officials health information of patients who are or becoming inmates.

# Sample Hipaa Privacy Manual

**Aris Gkoulalas-Divanis, Grigorios  
Loukides**



## **Sample Hipaa Privacy Manual:**

**Creating and Updating an Employee Policy Manual: Policies for Your Practice** American Dental Association, 2016-06-01 This resource helps dental practices develop an office policy manual Includes sample policies forms and worksheets to help craft the perfect policy for your dental employee handbook With 99 sample dental office policies sample dental job descriptions templates for forms worksheets and checklists and explanations of at will employment Also offers information on dental staff training including OSHA and HIPAA *Medical Data Privacy Handbook* Aris Gkoulalas-Divanis, Grigorios Loukides, 2015-11-26 This handbook covers Electronic Medical Record EMR systems which enable the storage management and sharing of massive amounts of demographic diagnosis medication and genomic information It presents privacy preserving methods for medical data ranging from laboratory test results to doctors comments The reuse of EMR data can greatly benefit medical science and practice but must be performed in a privacy preserving way according to data sharing policies and regulations Written by world renowned leaders in this field each chapter offers a survey of a research direction or a solution to problems in established and emerging research areas The authors explore scenarios and techniques for facilitating the anonymization of different types of medical data as well as various data mining tasks Other chapters present methods for emerging data privacy applications and medical text de identification including detailed surveys of deployed systems A part of the book is devoted to legislative and policy issues reporting on the US and EU privacy legislation and the cost of privacy breaches in the healthcare domain This reference is intended for professionals researchers and advanced level students interested in safeguarding medical data **Stedman's Guide to the HIPAA Privacy Rule** Kathy Rockel, 2005-08-18 Stedman s Guide to the HIPAA Privacy Rule finally makes clear for medical transcription students and professionals the confusing legal issues surrounding the HIPAA Privacy Rule and how it relates to and affects their practice This text provides comprehensive information about the rule itself how it affects service owners and independent contractors implementation guidelines sample template contract language and sample policies Mnemonics and other quick aids help readers remember important information Case based vignettes and real world applications emphasize the practical application of the law on medical transcriptions End of chapter critical thinking questions with answers in an appendix encourage readers to ponder and apply information *HIPAA Privacy Source Book* William S. Hubbartt, 2004 Preparing business managers and human resources professionals for the myriad questions surrounding the new Health Insurance Portability and Accountability HIPAA Privacy Rule this guide has more than 80 tools that help employers understand and comply with the new statutes Sample policies procedures and forms will aid in quickly developing a privacy program and training materials will aid in educating employees as to its requirements Checklists and training materials include requirements for group health plans an authorization checklist and a training leader s guide A section by section summary of the Privacy Rule provides an accessible summarized reference A CD ROM with forms policies

checklists and training materials in both PDF and rich text formats is included **The Top 15 Staff Management Policies and Procedures for Physician Practices** W. Lyle Oelrich, W. Lyle Oelrich, Jr., 2005 *Emergency Department Compliance Manual* Rusty McNew, 2017-06-14 *Emergency Department Compliance Manual 2017 Edition* provides everything you need to stay in compliance with complex emergency department regulations The list of questions helps you quickly locate specific guidance on difficult legal areas such as Complying with COBRA Dealing with psychiatric patients Negotiating consent requirements Obtaining reimbursement for ED services Avoiding employment law problems *Emergency Department Compliance Manual* also features first hand advice from staff members at hospitals that have recently navigated a Joint Commission survey and includes frank and detailed information Organized by topic it allows you to readily compare the experiences of different hospitals Because of the Joint Commission's hospital wide function based approach to evaluating compliance it's been difficult to know specifically what's expected of you in the ED *Emergency Department Compliance Manual* includes a concise grid outlining the most recent Joint Commission standards which will help you learn what responsibilities you have for demonstrating compliance Plus *Emergency Department Compliance Manual* includes sample documentation that hospitals across the country have used to show compliance with legal requirements and Joint Commission standards Age related competencies Patient assessment policies and procedures Consent forms Advance directives Policies and protocols Roles and responsibilities of ED staff Quality improvement tools Conscious sedation policies and procedures Triage referral and discharge policies and procedures And much more *Emergency Department Compliance Manual, 2016 Edition* Ginsberg, Martin, Kelley, 2016-03-18 *Emergency Department Compliance Manual 2016 Edition* provides everything you need to stay in compliance with complex emergency department regulations The list of questions helps you quickly locate specific guidance on difficult legal areas such as Complying with COBRA Dealing with psychiatric patients Negotiating consent requirements Obtaining reimbursement for ED services Avoiding employment law problems *Emergency Department Compliance Manual* also features first hand advice from staff members at hospitals that have recently navigated a Joint Commission survey and includes frank and detailed information Organized by topic it allows you to readily compare the experiences of different hospitals Because of the Joint Commission's hospital wide function based approach to evaluating compliance it's been difficult to know specifically what's expected of you in the ED *Emergency Department Compliance Manual* includes a concise grid outlining the most recent Joint Commission standards which will help you learn what responsibilities you have for demonstrating compliance Plus *Emergency Department Compliance Manual* includes sample documentation that hospitals across the country have used to show compliance with legal requirements and Joint Commission standards Age related competencies Patient assessment policies and procedures Consent forms Advance directives Policies and protocols Roles and responsibilities of ED staff Quality improvement tools Conscious sedation policies and procedures Triage referral and discharge policies and procedures And much more **Emergency Department**

**Compliance Manual, 2015 Edition** Rusty McNew,2014-12-18 Nothing provided      **Emergency Department**

**Compliance Manual, 2019 Edition** McNew,2019-04-23 Emergency Department Compliance Manual provides everything you need to stay in compliance with complex emergency department regulations including such topics as legal compliance questions and answers find the legal answers you need in seconds Joint Commission survey questions and answers get inside guidance from colleagues who have been there hospital accreditation standard analysis learn about the latest Joint Commission standards as they apply to the emergency department and reference materials for emergency department compliance The Manual offers practical tools that will help you and your department comply with emergency department related laws regulations and accreditation standards Because of the Joint Commission s hospital wide function based approach to evaluating compliance it s difficult to know specifically what s expected of you in the ED Emergency Department Compliance Manual includes a concise grid outlining the most recent Joint Commission standards which will help you understand your compliance responsibilities Plus Emergency Department Compliance Manual includes sample documentation and forms that hospitals across the country have used to show compliance with legal requirements and Joint Commission standards Previous Edition Emergency Department Compliance Manual 2018 Edition ISBN 9781454889427

**A Dentist's Guide to the Law** American Dental Association,2021-03-18 This resource addresses the wide array of new and longstanding legal issues relevant to dental practices in a user friendly format with additional related references and resources in each chapter With sample contracts checklists and other helpful supplementary materials Includes e book access      **Smart Hiring: A Guide for the Dental Office** American Dental Association,2004      *Community and*

*Nurse-Managed Health Centers* Donna L. Torrasi,2005-06-03 Designated a Doody s Core Title Winner of an AJN Book of the Year Award A National Nursing Centers Consortium Guide This book provides a step by step guide to starting and sustaining a community health center with an emphasis on nurse managed centers The authors share their firsthand knowledge with readers including information on developing a mission statement pulling together an advisory board writing a business plan and getting funding The process for obtaining Federally Qualified Health Center Status and thus federal funding is described Of great value is the book s Appendix which provides very useful examples They include sample bylaws a full policy and procedure manual physician and nurse practitioner collaborative agreements job descriptions a contract with a local agency and outcome and assessment guidelines Donna Torrasi is the founder of The Family Practice and Counseling Network in Philadelphia which provides primary health services to public housing residents Tine Hansen Turton is the Executive Director of the National Nursing Centers Consortium For Further Information Please Click Here      *Emergency Department Compliance Manual, 2018 Edition* McNew,2018-04-20 Emergency Department Compliance Manual provides everything you need to stay in compliance with complex emergency department regulations including such topics as legal compliance questions and answers find the legal answers you need in seconds Joint Commission survey questions and answers get inside

guidance from colleagues who have been there hospital accreditation standard analysis learn about the latest Joint Commission standards as they apply to the emergency department and reference materials for emergency department compliance The Manual offers practical tools that will help you and your department comply with emergency department related laws regulations and accreditation standards Because of the Joint Commission s hospital wide function based approach to evaluating compliance it s difficult to know specifically what s expected of you in the ED Emergency Department Compliance Manual includes a concise grid outlining the most recent Joint Commission standards which will help you learn understand your compliance responsibilities Plus Emergency Department Compliance Manual includes sample documentation and forms that hospitals across the country have used to show compliance with legal requirements and Joint Commission standards Previous Edition Emergency Department Compliance Manual 2017 Edition ISBN 9781454886693

**Handbook of Home Health Care Administration** Marilyn D. Harris,2010-10-25 Important Notice The digital edition of this book is missing some of the images or content found in the physical edition Handbook of Home Health Care Fifth Edition has been completely revised and updated to provide up to date specific authoritative guidance for the successful administration and management of home health care agencies An excellent comprehensive text this Handbook addresses detailed legal and legislative issues case management processes and state of the art technology *Security-Aware Systems Applications and Software Development Methods* Khan, Khaled M.,2012-05-31 With the prevalence of cyber crime and cyber warfare software developers must be vigilant in creating systems which are impervious to cyber attacks Thus security issues are an integral part of every phase of software development and an essential component of software design Security Aware Systems Applications and Software Development Methods facilitates the promotion and understanding of the technical as well as managerial issues related to secure software systems and their development practices This book targeted toward researchers software engineers and field experts outlines cutting edge industry solutions in software engineering and security research to help overcome contemporary challenges **Your Supervised Practicum and Internship** Lori A. Russell-Chapin,Nancy E. Sherman,Theodore J. Chapin,Allen E. Ivey,2022-12-20 Your Supervised Practicum and Internship is a complete up to date guide to everything a graduate student in the helping professions needs for a successful practicum internship or field experience This helpful resource takes students through the necessary fundamentals of field experience helping them understand the supervision process and their place in it The authors fully prepare students for more advanced or challenging scenarios they are likely to face as helping professionals The new edition also interweaves both CACREP and NASW standards and incorporates changes brought by the DSM 5 Its unique focus is on neurocounseling and how bridging brain and behavior assists counselors in becoming more efficacious in treatment selections for talk therapy Your Supervised Practicum and Internship takes the practical and holistic approach that students need to understand what really goes on in agencies and schools providing evidence based advice and solutions for the many challenges field experience presents

**Information Security Policies and Procedures** Thomas R. Peltier, 2004-06-11 Information Security Policies and Procedures A Practitioner's Reference Second Edition illustrates how policies and procedures support the efficient running of an organization This book is divided into two parts an overview of security policies and procedures and an information security reference guide This volume points out how security documents and standards are key elements in the business process that should never be undertaken to satisfy a perceived audit or security requirement Instead policies standards and procedures should exist only to support business objectives or mission requirements they are elements that aid in the execution of management policies The book emphasizes how information security must be integrated into all aspects of the business process It examines the 12 enterprise wide Tier 1 policies and maps information security requirements to each The text also discusses the need for top specific Tier 2 policies and application specific Tier 3 policies and details how they map with standards and procedures It may be tempting to download some organization's policies from the Internet but Peltier cautions against that approach Instead he investigates how best to use examples of policies standards and procedures toward the achievement of goals He analyzes the influx of national and international standards and outlines how to effectively use them to meet the needs of your business

*Modern Dental Assisting - E-Book* Doni L. Bird, Debbie S. Robinson, 2020-03-13 Easily master all aspects of dental assisting with the most up to date and most trusted text available For more than 40 years students and practitioners alike have relied on Modern Dental Assisting for its cutting edge content easy to grasp writing style step by step procedures and top notch visuals And the new 13th edition is no exception With updated content including the latest technological advancements clinical photographs and new coverage on cultural diversity and how it relates to patient care this new edition will guide you from your first day of class all the way to your first job in dental assisting

UNIQUE Trusted expert authors Doni Bird and Debbie Robinson present information and procedures in a way that makes it easy for students to understand and apply the material Comprehensive cutting edge content is presented in approachable writing style Step by step procedures for general and expanded functions use color coding and clinical photos to demonstrate key dental assisting competencies 70 procedural videos include questions and answers correlated to the chapter procedures with closed captioning in English and Spanish and audio narration in English UNIQUE Interactive Dental Office program provides in depth case studies integrated with periodontal charting radiographic mounting and more Dentrix practice management software on Evolve enables students to work with patient data much like they will in the office environment Recall and Critical Thinking questions in each chapter provide opportunities for practice and application Feature boxes on infection control and CDC practice patient education and law and ethics summarize recommendations and key applications in practice Key terminology list helps students better comprehend the chapter and how the information applies to dentistry practice Learning and performance outcomes set goals for what students will accomplish and serve as checkpoints for comprehension and skills mastery NEW Information on cultural diversity grounds students in this important topic and how it

relates to patient care and patient communication UPDATED art program provides vivid original renderings of dental anatomy tooth morphology and dental imaging along with improved photos of the latest products equipment and instruments NEW Coverage of the latest advances in general and specialty dental care covers technological advancements public health and access to care teledentistry infection control guidelines the Zika virus Ebola the oral systemic health connection and more NEW Updated critical thinking and recall questions challenge students and provide recollection skills **Modern Dental Assisting - E-Book** Debbie S. Robinson, 2023-04-12 Selected for Doody's Core Titles 2024 in Dental Hygiene boxes on infection control and CDC practices and end of chapter elements regarding patient education law and ethics future trends and critical thinking Key terminology list offers definitions visual highlights within chapter discussions and an alphabetized list in the glossary with cross references to chapter locations Learning and performance outcomes address didactic knowledge and clinical skills mastery NEW Expanded coverage of digital technology topics in general dentistry and dental specialties prepares you to work in modern dental settings NEW Additional illustrations enhance an already stellar art program with more than 1 700 images NEW Consistent chapter organization with modernized learning outcomes help you understand important topics more easily UPDATED Dentrix Learning Edition based on Dentrix G7 3 available for download on the companion Evolve website gives you experience working with practice management software UPDATED Revised Dentrix exercises on the Evolve companion website correlate with the updated Dentrix Learning Edition software **The Journal of the American Osteopathic Association** ,2003



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