

Notice of Privacy Practices

Policy:

SCHARP will provide each entering client with a Notice of Privacy Practices, setting forth the uses and disclosures of protected health information that SCHARP may make and the client's rights and SCHARP's duties with respect to such information.

Procedure:

1. Provision of Notice
SCHARP will provide each client with its Notice of Privacy Practices ("NPP") at the time that the client enters (See **Attachment A**).
2. Acknowledgement of Notice
SCHARP will make a good faith effort to obtain the client's written acknowledgment of receipt of the NPP, by having the client sign a written statement at the end of the NPP that he or she has received the document. If the client is unable or unwilling to sign the acknowledgement, SCHARP will document its good faith efforts to obtain the acknowledgment, together with the reason why it was unsuccessful (See **Attachment B**).
3. Posting of Notice
 - a. Hard Copy
SCHARP will post the NPP in a clear and prominent location where it is reasonable to expect that resident will be able to read it. SCHARP also will have the NPP available in a convenient place, so that clients who request it may receive a copy.
 - b. Electronic Posting
SCHARP will provide information about its services, and will prominently post the NPP on the website in a way that makes it possible to be downloaded and printed.
4. Changes to Notice
SCHARP will make changes to the NPP as required by law, as necessitated by changes in any of the practices described in the NPP, or as deemed by it to be appropriate. In that case, the terms of the new NPP will apply to all protected health information in SCHARP's possession, including information received prior to the effective date of the new NPP. Unless required by law, SCHARP will not implement any material change to any term of the NPP prior to the effective date of the new NPP containing the change.

5. Further Information about Notice
SCHARP will designate the Privacy Official responsible for receiving complaints about its primary practices to provide further information about matters covered by the NPP.

6. Documentation
SCHARP will retain a copy in its administrative offices of each form of NPP that it has used. In addition, it will retain a copy of the client's record of the actual NPP provided to the client and acknowledged by the client's signature. If a client is unable or unwilling to acknowledge receipt of the NPP, SCHARP will include in the client's record the form documenting its good faith efforts to obtain acknowledgment.