



Subject:	Notice of Privacy Practices		
Policy/Procedure:	Endpoint Protection		
Policy Number:	02		
Version Number:	1.1	Policy Inception Date:	11/01/2019
		Last Revision Date:	07/17/2024
Reviewed By:	Robert Harris IT Director		
Approved By:	Phil Beckett Security Officer		
Revision Schedule:	Annual		

FEDERAL REGULATION:

45 CFR 164.502(i)
 45 CFR 164.520(a)(b)(c)(e)
 Texas Health & Safety Code § 181.154

a. POLICY:

A patient has a right to adequate notice of the uses and disclosures of protected health information that may be made by C3HIE (C3HIE) and of the patient’s rights and C3HIE’s legal duties with respect to protected health information.

As required by Section 181.154 of the Health and Safety Code, C3HIE will provide notice to individuals that the person’s PHI is subject to electronic disclosure and explain how an HIE facilitates the exchange of data to promote patient’s health. C3HIE is a covered entity under state law as are C3HIE’s provider participants. In addition to the notice that these providers make available to their patients, primarily through their Notice of Privacy Practices, C3HIE intends to post a notice on C3HIE’s website. To the extent that C3HIE has direct contact with patients in the future through offering a Personal Health Record, then C3HIE will provide notice in communications with individuals through a Notice of Privacy Practices.

PROCEDURE:

1. C3HIE will develop a single Notice of Privacy Practices.
2. The Notice of Privacy Practices will be posted on the web site.
3. The Notice of Privacy Practices is reviewed annually with existing employees having access to PHI, and all new employees during their orientation to C3HIE (refer to Policy A020 – Training).
4. A copy of any revisions to the Notice of Privacy Practices will also be immediately distributed to all employees.

5. The C3HIE Privacy Officer will keep a copy of the Notice of Privacy Practices and any revisions thereof for a period of six years from the date of its creation or when it was last in effect, whichever is later.
6. Questions regarding the Notice of Privacy Practices should be referred to the Privacy Officer.

CONTENT OF NOTICE

C3HIE's Notice of Privacy Practices is written in plain language and contains the following:

1. **Header:** The Notice contains the following statement as a header or otherwise prominently displayed:
"THIS NOTICE DESCRIBES HOW HEALTH INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY."
2. The Notice contains descriptions of uses and disclosures:
 - a) A description of C3HIE's role as a health information exchange in facilitating the exchange of information among providers to improve access, quality and outcomes of care, and the fact that C3HIE is not a direct provider of care.
 - b) A description, including at least one example, of the types of uses and disclosures that C3HIE is permitted to make, and the circumstances under which authorization from the patient is obtained prior to exchanging protected health information.
 - c) A description of the process for a patient to authorize disclosure as well as the process for revocation of authorization.
3. If C3HIE intends to contact the individual with regard to information about health related care management or other programs that may be of interest to the individual, then the description in above includes a separate statement about individuals right to elect not to receive such notices.
4. The Notice contains a statement of the individual's rights with respect to protected health information and a brief description of how the individual may exercise these rights:
 - a) The right to request restrictions on certain uses and disclosures of protected health information, including a statement that C3HIE is not required to agree to a requested restriction
 - b) The right to receive confidential communications of protected health information.
 - c) The right to inspect and copy protected health information;
 - d) The right to amend protected health information
 - e) The right to receive an accounting of disclosures of protected health information
 - f) The right of an individual, including an individual who has agreed to receive the Notice electronically, to obtain a paper copy of the Notice from C3HIE upon request.
5. The Notice contains statements related to C3HIE's duties to comply:

- a) A statement that C3HIE maintains the privacy of protected health information and provides individuals with notice of its legal duties and privacy practices with respect to protected health information
 - b) A statement that C3HIE abides by the terms of the Notice currently in effect
 - c) For C3HIE to apply a change in a privacy practice that is described in the Notice to protected health information that C3HIE created or received prior to issuing a revised Notice, a statement that it reserves the right to change the terms of its Notice and to make the new Notice provisions effective for all protected health information that it maintains. The statement also describes how it will provide individuals with a revised Notice.
6. The Notice contains a statement that individuals may complain to C3HIE and to the Secretary of the U.S. Department of Health and Human Services if they believe their privacy rights have been violated, a brief description of how the individual may file a complaint with C3HIE and a statement that the individual will not be retaliated against for filing a complaint.
 7. The Notice contains the name or title, and telephone number of a person or office to contact for further information.
 8. The Notice contains the date on which the Notice is first in effect, which may not be earlier than the date on which the Notice is printed or otherwise published.
 9. To the extent that C3HIE has direct contact with patients in the future through offering a Personal Health Record, then C3HIE will provide notice in communications with individuals through a Notice of Privacy Practices. The Notice of Privacy Practices will also explain how information will be shared and protected through the Personal Health Record.

I. Policy Compliance.

1. Exceptions

Any exception to the policy must be approved by the Security Officer in advance.

2. Non-Compliance

Failure to comply with any part of C3HIE's policies, standards, guidelines, and procedures may result in disciplinary actions up to and including termination of employment and may impact services or relationship contracted with a business associate, vendor or partner. In addition, state and/or federal agencies may take action in accordance with applicable laws, rules and regulations.

II. Reference/Citation:

None.

III. Cross-Reference:

C3HIE Training and Education Policy.

IV. Attachment

None

V. Questions

Any questions concerning this Policy/Procedure that are not specifically addressed in this Policy/Procedure should be directed to the Security Officer at support@C3HIETx.org.

Revision History:

Version	Date	Description of Change	Revised By
1.1	07/17/2024	Updated company name	Jim Hoag