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## Does Your Medical Practice Have a Notice of Privacy Policy Available for Patients?

It is important that you and your staff be proactive in securing sensitive patient health information. It is equally important to instruct each employee on your privacy policy and what is expected of them when it comes to protecting patient health information. To ensure that everyone - patients and staff - is clear as to what your privacy practices are, they need to be set out in writing.

In our last *Risk E-Notes* we discussed the HIPAA regulation requiring that you post your Notice of Privacy Practices on your medical practice's website. As a result, we received a number of calls from members requesting sample copies of this document.

Here is a link to a sample [Privacy Policy](#) prepared by the California Medical Association (CMA). This sample should be customized for your practice, and instructions for doing so are included on the sample.

Your office should also have a formal written Notice of Privacy Practices that is available for your patients. The Notice of Privacy Practices is a statement, modeled after your Privacy Policy, of how your practice uses and transfers patient information. Here is a link to a sample [Notice of Privacy Practices](#) prepared by the CMA.

If you have additional questions related to the issue, please call our Risk Management Hotline at 800-252-0555.

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If you have questions about this article, please use the "Contact Us" button to the left.

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