

STANDARD OPERATING PROCEDURE	
SUBJECT:	EMS Billing
TOPIC:	HIPAA NOTICE OF PRIVACY PRACTICES
Reference Number:	EMS-06-007
Effective Date:	July 1, 2006
Date Last Reviewed:	
Signature of Approval:	Frank E. Wright, Fire & Rescue Chief

1.01 **PURPOSE:**

To identify Winchester Fire & Rescue Department (WFRD) practices to ensure compliance with the Federal Health Insurance Portability and Accountability Act (HIPAA) requirements for distribution of a written Notice of Privacy Practices (NPP).

1.02 **GENERAL:**

To stay within the guidelines of the Health Insurance Portability and Accountability Act (HIPAA) of 1996 to protect healthcare information obtained. To safeguard the use of the PHI (Protected Health Information).

1.03 **RESPONSIBILITY:**

It is the responsibility of the Privacy Officer and Alternate Privacy Officer, to thoroughly train and familiarize WFRD members regarding HIPAA policies and procedures.

1.04 **PROCEDURE:**

Document Maintenance:

- A. The NPP addresses all the Winchester Fire & Rescue privacy practices concerning protected health information. The WFRD HIPAA Privacy Officer will review annually the document and ensure it continues to accurately reflect WFRD policies.
- B. If the notice is revised, the revised notice will be available upon request.

Distribution:

- A. The Winchester Fire & Rescue Department personnel will give a NPP to all patients for whom the WFRD submits a patient care report, whether transported or not.

- B. Each WFRD response unit shall carry printed copies of the NPP.
- C. Each station shall maintain a supply of the NPP.
- D. The NPP is posted for viewing and/or printing on the WFRD's website.
- E. A copy can be obtained by sending a request to:

**HIPAA Privacy Officer
P.O. Box 2998
Winchester, Virginia 22604**

Posting:

- A. Each station shall display the "Notice of Privacy Practices" brochure in a public location.
- B. Each WFRD transport vehicle shall display the "Notice of Privacy Practices" in plain view inside the patient-care area.

Acknowledgement:

- A. The Winchester Fire & Rescue Department billing office will be responsible for maintaining documentation on the patient's acknowledgement of receipt of the Notice of Privacy Practice.
- B. If such acknowledgement is not received, the billing office will document it in good faith efforts to obtain the acknowledgement and the reason such acknowledgement was not obtained.

1.06 **REVOCATION:**

1.07 **REVISION:**