

PURPOSE

To establish criteria for developing, updating, and delivering Michigan Department of Health and Human Services (MDHHS) notice of privacy practices to individuals receiving benefits from one or more of the MDHHS's health programs.

POLICY

The notice is intended to explain how the MDHHS will use and disclose the individual's Protected Health Information (PHI) and to state the individual's rights and the covered entity's legal duties concerning PHI.

MDHHS will provide a "Notice of Privacy Practices" (NPP) to all department individuals. The notice will contain all of the required elements listed in the HIPAA privacy rules. A procedure will be established to review, revise, and retain the department's NPP. Revised policy notices will also be distributed to recipients of MDHHS Health programs and made available to MDHHS staff. .

When the department is acting as a provider of health care, MDHHS will make a good faith effort to obtain a written acknowledgment of receipt of the notice, and if not obtained, document the good faith effort and the reason why the acknowledgment was not obtained.

REFERENCES

45 CFR §164.520, §164.530

CONTACT

For additional information concerning this policy, contact the MDHHS Bureau of Legal Affairs.