

**U.S. ANESTHESIA PARTNERS, INC.
HIPAA PRIVACY AND SECURITY POLICY**

- Subject:** NOTICE OF PRIVACY PRACTICES
- Policy:** USAP will maintain a Notice of Privacy Practices as required by the HIPAA Privacy Regulations
- Purpose:** To provide guidelines and standards regarding provision of USAP Notice of Privacy Practices.

PROCEDURE

1. The USAP Notice of Privacy Practices will comply with all required elements under the HIPAA Regulations.
2. Posting and Distribution
 - (a) A copy of the current notice will be posted on USAP's website.
 - (b) A copy of the current notice will be given to each individual upon request, even if a copy was previously provided in paper or electronic form.
 - (c) The notice may be provided in an electronic, rather than paper form, where the individual has agreed to electronic notice and such agreement has not been withdrawn.
 - (d) In addition to USAP's Notice of Privacy Practices, USAP is covered under any Joint Notice of Privacy Practices provided by a facility where USAP provides services.
3. Acknowledgement of the Notice of Privacy Practices
 - (a) When the individual is given a copy of the Notice of Privacy Practices, he or she will be asked to sign the acknowledgement form.
 - (b) Acknowledgment forms will be maintained following the HIPAA records retention policy.
 - (c) Where the facility where services are performed provides an individual a Joint Notice of Privacy Practices and obtains acknowledgement, USAP is not required to provide the individual a second Notice of Privacy Practices or obtain separate acknowledgement.
4. Revisions to the Notice of Privacy Practices
 - (a) USAP may revise the Notice of Privacy Practices from time to time to reflect changes in the regulations or changes in USAP policy. In the event of a revision to the notice, new copies of the notice will be available to individuals upon request.

- (b) Any changes will not be effective prior to the date which the revised notice is available.
- (c) The Chief Compliance Officer will maintain copies of all notices, including their effective and end date, per the HIPAA records retention policy. Individuals may receive, upon request, copies of the revised Notice of Privacy Practices or any previous notice.