



**Policy Title:** Notice of Privacy Practices

**Policy Number:** 4124

**Section:** Privacy

**Effective Date:** 12/06/2023

**Owner:** Privacy Officer

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**I. PURPOSE:**

To ensure that patients are informed of their privacy rights.

**II. POLICY:**

The Privacy Officer will ensure Terros Health intake workforce members provide patients with the Notice of Privacy Practices in accordance with established processes and legal requirements for distributing, posting and revising the Notice of Privacy Practices.

**III. REFERENCES:**

**External:**

- 45 C.F.R. § 164.520
- 42 C.F.R. § 2.22

**Internal:**

- 4124-A Attachment A: Terros Health Notice of Privacy Practices (Long Form)
- 4124-B Attachment B: Terros Health Notice of Privacy Practices (Short Form)

**IV. REVISIONS:**

Origination Date: 04/14/2003

Review Dates: 04/07/2004; 11/23/2005; 02/10/2009; 03/07/2012, 4/03/2015, 09/22/2015; 03/29/2017; 12/06/2023