

Original Draft Date: January 13, 2003  
Last Revision Date: July 2016

**SUBJECT:** Notice of Privacy Practices  
**HIPAA CITES:** 45 C.F.R. § 164.520  
**DEPARTMENT:** All Departments of Kewaunee County  
**POLICY NUMBER:** 101

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**I. POLICY:**

- A. General Rule. Kewaunee County recognizes a patient's right to receive adequate notice of the uses and disclosures of Protected Health Information that may be made by Kewaunee County, and of the patient's rights and Kewaunee County's legal duties with respect to Protected Health Information.

**II. PROCEDURE:**

- A. Content of Notice. Kewaunee County provides each patient with a notice of Kewaunee County's privacy practices that is written in plain language and that contains the elements required by HIPAA, including Kewaunee County's right to revise the notice at any time. The current version of Kewaunee County's Notice of Privacy Practices (the "Notice") is posted at each County building that provides health services.
- B. Acknowledgment of Receipt. It is the policy of Kewaunee County that its agents and employees use good faith effort to obtain a written acknowledgment by the patient of receipt of the Notice. Kewaunee County shall retain copies of the acknowledgment or documentation of its efforts to provide the Notice for a period of six (6) years from the date of their creation, or the date when such Notice last was in effect, whichever is later.
- C. Revisions to the Notice. Kewaunee County shall promptly revise and distribute its Notice whenever there is a material change to the uses or disclosures, the individual's rights, Kewaunee County's legal duties, or other privacy practices stated in the Notice.

D. Provision of Notice

1. Kewaunee County makes its Notice of Privacy Practices available upon request to any person.
2. Kewaunee County provides the Notice electronically or in person no later than the date of the first service delivery after April 14, 2003, including service delivered electronically.
3. Kewaunee County makes the Notice available at its offices for individuals to take with them upon request.
4. Kewaunee County posts the Notice in a clear and prominent location where it is reasonable to expect individuals seeking service from Kewaunee County to be able to read the Notice.

E. Electronic Notice

1. Kewaunee County prominently posts its Notice on its web site and makes the Notice available electronically through the web site.
2. Kewaunee County provides the Notice to a patient by e-mail, if the patient agrees to electronic notice and such agreement has not been withdrawn. Kewaunee County retains confirmation of the transmission of the e-mail. If Kewaunee County knows that the e-mail transmission has failed, a paper copy of the Notice shall be provided to the patient.
3. If the first service delivery to a patient is delivered electronically, Kewaunee County must provide electronic notice automatically and contemporaneously in response to the patient's first request for service.
4. The patient who is the recipient of electronic notice may obtain a paper copy of the Notice from Kewaunee County upon request.