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| **MONTCALM CARE NETWORK**  **611 North State Street, Stanton, MI 48888** | |
| SUBJECT: HIPAA Privacy Notice | Section: 11800 |
| Effective Date: January 28, 2002 | Revised Date: April 25, 2023 |

Persons served (or their personal representative) shall be given Montcalm Care Network’s Notice of Privacy Practices (the “Notice”), which will provide notice of the following:

* The ways in which Montcalm Care Network may use and disclose the person’s personal health information;
* The person’s rights under HIPAA;
* Montcalm Care Network’s duties under HIPAA.

The Notice shall be provided on or before the first encounter with the person during the intake process. The Notice must be provided at least annually, and copies must be available at physical service site locations and provided to any person upon request.

The Privacy Officer shall ensure that the Notice shall be posted in a clear and prominent location at service delivery sites.

At the time the Notice is provided, Montcalm Care Network must make a good faith effort to obtain a signed or initialed Acknowledgement from the person or his or her personal representative. The Acknowledgement is a statement that the person has received the Notice. If a signed or initialed Acknowledgement cannot be obtained, Montcalm Care Network must document the good faith efforts that were made to obtain the Acknowledgement and the reason why the Acknowledgement could not be obtained. If the Acknowledgement cannot be obtained because of an emergency, Montcalm Care Network must make good faith efforts to obtain the signed or initialed Acknowledgement as soon as practicable after the emergency situation has ended.

AUTHORITIES:

45 CFR 164.520 (Notice)

45 CFR 164.530 (Documentation and retention)