

MHC Policies & Procedures, Proprietary and Confidential			
Reviewed: RR	Notice of Privacy Practices	Date: 08/08/18	Rev: 1
Approved: KE		Dept: Compliance	
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AUTHORITY: Compliance Officer

RESPONSIBILITY: MHC Staff, Delegate

LAST REVIEW DATE: 08/06/2019; Review Frequency 1 Year

PURPOSE OF PROCEDURE: To ensure that a Notice of Privacy Practices is provided to each enrollee or his/her personal representative upon enrollment with MHC

POLICY STATEMENT: MHC's policy is to provide a Notice of Privacy Practices to each individual upon each enrollment

1. The Notice of Privacy Practices (Notice) shall include all elements and statements that are required by law

1.1. The Notice shall inform the individuals of:

- Uses and disclosures of Protected Health Information (PHI) that may be made by MHC
- The individual's rights with respect to his PHI and MHC's legal duties with respect to such PHI

2. Procedure

2.1. The Notice and Acknowledgement forms is included in the MHC Member contract, following the current procedure for distribution of contracts

2.2. MHC provides a copy of the written Notice to individuals and to other persons upon request

2.3. A current version of the Notice is maintained on MHC's website

2.4. Whenever the Notice is revised, MHC Compliance Officer ensures that the revised Notice is made available upon request on or after the effective date of the revision

2.5. Material changes shall not be implemented prior to the effective date of the revised Notice

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- 2.6. A copy of each Notice issued by MHC is maintained for at least six years from the date it was last in effect
- 2.7. Any individual of the workforce who has knowledge of a violation or potential violation of this Policy must make a report directly to the Compliance Officer (See the Policy, Sanctions or Failure to Comply, co_pro21)