



SUMMERVILLE FAMILY YMCA NOTICE OF PRIVACY PRACTICES

POLICY STATEMENT

The Summerville Family YMCA's (YMCA's) policy is to provide a *Notice of Privacy Practices (Notice)* to each participant upon first attendance with the YMCA's HIPAA-covered program, and make a good faith effort to obtain a signed *Acknowledgement of Receipt of Notice of Privacy Practices (Acknowledgement)* from the participant. The *Notice* shall include all elements and statements that are required by law.

PROCEDURE

1. The *Notice* and *Acknowledgement* forms will be included in the standard Admission Packet. The YMCA's Admission Staff will provide the *Notice* to the participant at first encounter (first class session).
2. The *Notice* shall inform the participants of:
 - a. Uses and disclosures of Protected Health Information (PHI) that may be made by YMCA
 - b. The participant's rights with respect to his or her PHI; and
 - c. YMCA's legal duties with respect to such PHI.
3. The Admission Staff will make a good faith effort to obtain the participant's signature on the *Acknowledgement* at the time the *Notice* is provided. The *Notice* and signed *Acknowledgement* will be kept in the participant's File.
4. If the participant refuses or is otherwise unable to sign the *Acknowledgement*, the Admission Staff will document, on the *Acknowledgement* form, what actions were taken to obtain the participant's signature on the *Acknowledgement* and the reason(s) why a signed *Acknowledgement* was not obtained. This document will then be placed in the participant's File.
5. YMCA will provide a copy of the written *Notice* to participants and to other persons upon request.
6. YMCA will post a copy of the *Notice* in a clear and prominent location such as the entrance lobby or similar location.
7. A current version of the *Notice* will be maintained on YMCA's website, if any.
8. Whenever the *Notice* is revised, YMCA's Compliance Officer will assure that:
 - a. The revised *Notice* is made available upon request on or after the effective date of the revision; and
 - b. The revised *Notice* is posted in a clear and prominent location.
9. Material changes shall not be implemented prior to the effective date of the revised *Notice*.
10. A copy of each *Notice* issued by YMCA will be maintained for at least six (6) years from the date it was last in effect.

Effective Date: 4/1/2017

Revision Date: 7/18/17

Category: HIPAA

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