

PATHWAYS CMH

PROCEDURE TITLE: Privacy Policy - Appendix 1	CATEGORY: Recipient Rights
EFFECTIVE DATE: April 28, 2003	BOARD APPROVAL DATE: April 28, 2003
REVIEWED DATE: June 2013; July 11, 2014; May 5, 2015; April 22, 2016; April 15, 2017	REVISION(S) TO PROCEDURE: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
RESPONSIBLE PARTY/APPROVAL: Recipient Rights Supervisor or Designee/ Mary J. Swift, CEO	

PURPOSE:

To protect the rights of recipients.

PROCEDURES:

- a. Pathways adopts NorthCare's Privacy Practices. The Notice of Privacy Practices will be posted at all Pathways facilities in area accessible to consumers. It will also be posted on the Pathways website: <http://www.pathwaysup.org> and the NorthCare website: <http://www.NorthCare.org> and is down loadable in PDF format.
- b. If the individual receiving services cannot read or understand the Notice of Privacy Practices, accommodations will be provided.
- c. Upon admission, the designated responsible staff shall provide the Notice of Privacy Practices to each consumer or their legal representative. In an emergency treatment situation, we will provide a copy of the notice as soon as reasonably practicable.
- e. Upon receipt of the Notice of Privacy Practices, a signed acknowledgment will be maintained in the individual's permanent medical record. If a good faith effort is made to obtain a written acknowledgment of receipt of the notice, document the good faith effort to obtain such acknowledgment and the reason why the acknowledgment was not obtained.
- f. Pathways provides individuals served with the NorthCare notice of privacy practices.
- g. If there is a material change to the Notice of Privacy Practices, NorthCare will prominently post the change or a revised notice on the NorthCare website by the effective date of the change. The notice will be published in the next annual mailing of the NorthCare Customer Handbook

Employees who violate this policy are subject to discipline up to and including termination from employment in accordance with the Pathways Sanction Policy

REFERENCES:

Act 258 of the Public Acts of 1974, as amended (Michigan Mental Health Code)
Section 748, 748 (a), and 750.

45 CFR Part 164 section 520.

42 CFR Part 2 Subpart B Section 2.22.