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|  PRIVACY NOTICE, CONSENT AND AUTHORIZATION  | NO. |
| It is the policy of Winning Wheels, Inc. to:* Provide patients with a written Notice of Privacy Practices (aka “Privacy Notice”).
* The purpose of the Privacy Notice is to inform patients about how the facility will disclose protected health information (PHI).
* The facility will obtain a patient’s permission before use or disclosure of protected health information. This requirement applies to use and disclosure within a facility or agency as well as to release of information outside the organization.
* The facility will obtain a written general “Consent” (refer to attached) from the patient in order to use or disclose protected health information for treatment, payment or health care operations. The Consent goes hand in hand with the Privacy Notice. It documents the patient’s permission for the uses and disclosures discussed in the Privacy Notice.
* For uses and disclosures not related to treatment, payment or health care operations of the covered entity, a separate written “Authorization” is required by the facility.
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| Approved: | EffectiveDate: | RevisionDate: 3/17 | Change No.: | Page: 1 of 1 |