

**TITLE**

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HIPAA Notice of Privacy Practices

**PURPOSE**

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In accordance with 45 CFR § 164.520, this procedure provides assistance and guidance to The University of Arizona (UA) Health Care Components (HCCs) regarding:

- The creation and maintenance of a Notice of Privacy Practices (NPP);
- Changes to the terms of the Notice of Privacy Practices; and
- Providing the Notice of Privacy Practices to patients at the first delivery of services; and
- Ongoing process that is overseen on behalf of UA by the HIPAA Privacy Program.

**REVIEW/REVISIONS**

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- 06/2015

**REFERENCES AND RELATED FORMS**

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- Capitalized terms are defined in HIPAA Privacy Program Guidance (Definitions of Key Words) and 45 CFR Parts 160 and 164
  - HIPAA Privacy Program Form L (Notice of Privacy Practices Checklist)
  - Model Notices, provided by U.S. Department of Health and Human Services, Office for Civil Rights: <http://www.hhs.gov/ocr/privacy/hipaa/modelnotices.html>

**PROCEDURES**

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Each HCC that provides Health Care Services must establish a NPP that complies with the provisions of 45 CFR § 164.520.

1. HCCs must notify the HIPAA Privacy Program if:
  - i. The HCC records or maintains psychotherapy notes;
  - ii. The HCC uses or discloses PHI for marketing purposes; or
  - iii. The HCC intends to sell PHI.
2. Role of The HIPAA Privacy Program: The HIPAA Privacy Program is available to assist HCCs in drafting their NPP. Each Covered Entity HCC submits its NPP to the HIPAA Privacy Program for approval prior to implementation. Upon receipt of approval from the HIPAA Privacy Program, each Covered Entity HCC must post its NPP on its website and in each of its clinical areas and make a paper copy of the NPP available to any person upon request.

3. Revisions to the NPP: The HCC must contact the HIPAA Privacy Program if it plans to change uses or disclosures, the individual's rights, legal duties, or other privacy practices stated in its NPP. The HIPAA Privacy Program will work with the HCC to promptly revise and distribute the new NPP based upon such material changes.
  - A. Note: Except when required by law, a material change to any term of the NPP may not be implemented prior to the effective date of the NPP in which such material change is reflected.
4. The Checklist (HIPAA Privacy Program Form L) is provided for the convenience of Covered Entity HCCs. Modifications to the Checklist may be made at the discretion of the HIPAA Privacy Program and do not require modification to this Procedure.
5. HCCs are strongly encouraged to use the Model Notices, provided by U.S. Department of Health and Human Services, Office for Civil Rights:  
<http://www.hhs.gov/ocr/privacy/hipaa/modelnotices.html>