

## Guidance: Notice of Privacy Practices

### **Notice of Privacy Practices**

#### **What is the Notice of Privacy Practices (Notice)?**

The University of Chicago Medicine, Organized Health Care Arrangement (OHCA) as a covered entity under the HIPAA regulation is required to have a Notice of Privacy Practices to inform patients how their health information is protected, how their information may be used or disclosed, and their rights regarding their health information.

#### **Why are patients required to sign an Acknowledgement of the Notice of Privacy Practices?**

Patients are asked to sign an acknowledgement of receipt of the Notice of Privacy Practices because we are required to demonstrate that we have given our Notice of Privacy Practices to each patient at the first point of service and each time we make a substantive change in the information. We ask patients to sign the acknowledgement to simply indicate they have received the Notice.

#### **How do I know when to issue a Notice of Privacy Practices pamphlet to a patient?**

We are required to give our Notice of Privacy Practices to each patient and obtain a signature of acknowledgement obtained at the first point of service. Before issuing a Notice pamphlet, you should first check the Epic record to see if it has already been issued. If the system indicates a Notice has not been given, the Notice and Acknowledgement should be issued to the patient. If the system indicates a Notice has been issued and the acknowledgement has been signed either electronically or in hard copy format, do not provide it again. We are only required to issue the Notice once unless the Privacy Program advises there have significant changes made to the content of the Notice. If there is a significant change, then The University of Chicago Medicine would be required to provide the Notice and obtain acknowledgment again.

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### **Where can I get a copy of the Notice of Privacy Practices?**

You can access our Notice of Privacy Practices as well as a copy of the Acknowledgement from the Privacy Program website under the Faculty and Staff, Guidance Documents tab, on the University of Chicago Medicine external website in the by searching for Privacy Practices or clicking Privacy Practices in the far lower corner of the website, or by contacting the Privacy Program directly. The Notice is available in English, Spanish, and Arabic.

### **Is the Notice of Privacy Practices available in languages other than English?**

Yes, it is available in Spanish and Arabic.

### **Where can I order hard copies of the Notice of Privacy Practices (NPP) pamphlet?**

To order the printed pamphlets, send an email to:

Purchasing.Xerox@uchospitals.edu with the following information:

1. Indicate you are ordering the Notice of Privacy Practices Tri-fold document 107.99
2. Quantity needed:
3. Cost Center Number:
4. Delivery Location:
5. Contact Name:
6. Phone Number:
7. Date Due (Please allow at least 3 business days):

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### **Where should I send a signed hard copy of an Acknowledgement Form?**

If a patient is not able to electronically sign the Acknowledgement Form and must sign a hard copy of the document, please check with your immediate supervisor to determine the process in which these forms are collected. All patient signed forms must be forwarded to Health Information Management (Medical Records) located in WB-20. Please make sure the patient's Medical Record Number is on the Acknowledgement Form so that it can be scanned into the correct medical record in Epic.

**Any questions/comments/concerns please feel free to reach out to  
the Privacy Program at:**

**773-834-9716 or [hpo@bsd.uchicago.edu](mailto:hpo@bsd.uchicago.edu)**