

UNIVERSITY OF FLORIDA
INFORMATION PRIVACY POLICIES & PROCEDURES
HEALTH INFORMATION OPERATIONAL GUIDELINES

I. Patient's Rights: The Notice of Privacy Practices

A. POLICY

Rev. 06/01/2005

1. **Patients** have the right to control their own health information to the extent practicable within the health care system; they will be notified of their rights in accordance with current laws.
2. **The University of Florida** reserves the right to use or disclose health information, as allowed by the privacy regulations and other applicable laws, and as stated in its Notice of Privacy Practices.

B. DEFINITIONS

1. **Notice of Privacy Practices:** A statement, mandated by federal and state laws, which outlines how the University of Florida and its affiliates will use and disclose patients' protected health information and how patients may gain access to that information.
2. **Acknowledgement of Receipt:** A statement, mandated by federal law and preferably signed by the patient, indicating that the patient received the Notice of Privacy Practices.

C. PRIVACY REQUIREMENTS

1. **Notice:** Patients or their personal representatives must be notified of their privacy rights and of how the University of Florida may use their individually identifiable health information before they enter the health care system at any point (including home visits).
2. **Paper copies** of the Notice must be available for anyone who asks for a copy. The Notice must also be posted in conspicuous locations in patient care areas, as well as on the University of Florida Privacy Office web site.
3. **Changes:** If privacy practices change, patients must be notified of the change by receiving an updated Notice of Privacy Practices.
4. **OHCA:** UF participates in an Organized Health Care Arrangement (OHCA): any member of the OHCA may provide a Notice of Privacy Practices to a patient at the first delivery of service.

D. PROCEDURES

1. **Give the Notice of Privacy Practices** (see Forms) to every patient or personal representative before or at the first delivery of service. Provide a new copy of the NPP whenever the notice has been updated, even if the patient has received a notice before
2. **Ask the patient to sign** the Acknowledgement form when they receive the notice. (See Forms)

UNIVERSITY OF FLORIDA
INFORMATION PRIVACY POLICIES & PROCEDURES
HEALTH INFORMATION OPERATIONAL GUIDELINES

- a) If a patient cannot or will not sign the acknowledgement, note the reason on the form and any efforts made to obtain the signature.*
 - b) The patient may be treated whether the acknowledgement is signed or not.*
- 3. Give the patient a copy** of the acknowledgement form, whether the patient signed it or not. File the original acknowledgement form in the patient's health record.
- 4. Enter the appropriate information** in the computer-based or other tracking system designated for this purpose, to indicate that the patient received the NPP.
- 5. When a patient returns** to the UF or Shands HealthCare systems, at any point of entry, determine whether the patient has received a NPP by checking the computer-based or other tracking system.
- a) Follow the procedure above to give a new patient the NPP, or, if the NPP has been updated, to give a returning patient the most current version.*
 - b) No action is required if the system indicates the patient has already received a current NPP.*

E. REFERENCES:

HIPAA: 45 CFR §164.501 (Definitions); § 164.520 (Notice of Privacy Practices)

F. EXHIBITS: None