

HIPAA Procedure 5001

Notice of Privacy Practices

Effective Date: April 14, 2003

Revised Date: July 16, 2016

Distribution of Notice of Privacy Practices	1
Questions About the Notice	1
Review and Changes to the Notice	1

Distribution of Notice of Privacy Practices

Yale University maintains notices of privacy practices approved by the Yale University Privacy Officer, which describes patient rights and the uses and disclosures applicable to the various covered health care components (YSM, YSN, Yale Health, Psychology Department Clinics).

Notices will be available for distribution at all patient reception areas, and will be displayed in main areas. The Notice will also be posted on the HIPAA web site and at key physical sites, e.g. office, outpatient hospital and satellites.

Yale staff will provide the Notice to each patient (or the patient's Personal Representative) and request an acknowledgment of receipt. The Notice may be provided in person or via inclusion in new patient mailings. In either case, the patient is asked to provide acknowledgement of receipt of the notice and the patient response is documented in the patient's medical record. Where available, patient or their personal representative's signatures will be captured using an electronic signature pad linked to the electronic medical record. Patients who refuse to sign the signature tablet should have their refusal noted using the drop down menu in the electronic medical record. Where signature tablets are not in use, the NOPP acknowledgement page with date given and signature of patient or their Personal Representative or reason for refusal to sign will be collected and stored with the patient's medical records.. The original paper acknowledgement form, an electronic scanned version of this document, or the signature captured electronically must be stored in an easily retrievable location for at least six (6) years. If scanned, the original document may be destroyed.

Questions About the Notice

If the patient has additional questions, direct the patient to the relevant Deputy Privacy Officer.

Review and Changes to the Notice

1. The Notice will be reviewed periodically in concert with any changes in the privacy regulations and Treatment, Payment and Operations protocols. The Yale University Privacy Officer must approve all changes to the Notice before it will become effective.
2. If the Notice is revised, it must be posted in prominent locations, on the web site and provided to the patient upon request. Alternately, a summary of changes to the Notice may be posted so long as the full Notice is easily available to the patient such as by providing copies of the revised notice in the proximity of the posted summary.