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Owner: David Behinfar: HCS Exec Dir Privacy
Policy Area: HIPAA - Privacy
Policy Tag Groups:
Applicability: UNC Health Care System (all owned and managed entities)

Notice of Privacy Practices

APPLICABILITY:

This policy applies to the following entities (collectively referred to as "UNC Health" in this policy):

✓ UNC Health Care System / UNC Medical Center*	✓ Johnston Health
✓ UNC Physicians Network	✓ Lenoir Memorial Hospital
✓ UNC Physicians Network Group Practices / UNC Physicians Group Practices II	✓ Margaret R. Pardee Memorial Hospital
✓ Rex Healthcare / Rex Hospital	✓ Nash Healthcare System/Nash Hospitals
✓ Chatham Hospital	✓ Wayne Memorial Hospital
✓ Caldwell Memorial Hospital	
✓ UNC Rockingham Health Care / UNC Rockingham Hospital	

*UNC Medical Center includes all UNC Hospitals' facilities and the clinical patient care programs of the School of Medicine of UNC-Chapel Hill (including UNC Faculty Physicians).

I. Description

Each UNC Health Facility where patients receive diagnosis and/or treatment by UNC Health providers shall post and distribute to all patients a Notice of Privacy Practices, which must describe: how to use and disclose PHI, patient rights related to PHI, and legal duties related to PHI, as set forth in this policy.

Included within the scope of this policy are the patient care programs of the UNC School of Medicine (UNC SOM). As a result, this policy shall apply to all UNC SOM personnel, including but not limited to faculty, staff, students, trainees, interns and volunteers who may be full-time, part-time, paid or unpaid who create, store, transmit, access or use any patient information in support of clinical purposes for UNC Health or any other healthcare entity.

II. Policy

A. Form of Notice

1. **UNC Health Owned Facilities.** UNC Health Owned Member Facilities shall use the [UNC Health Notice of Privacy Practices](#) ("NPP") as its formal Notice of Privacy Practices as required by HIPAA.
 2. **UNC Health Managed Member Facilities.** UNC Health Managed Facilities may adopt the UNC Health Notice of Privacy Practices in whole or in part at their discretion. Should a UNC Health Managed Facility choose not to adopt the UNC Health NPP in its entirety, such UNC Health Managed Facility shall be solely responsible for the content of its own NPP and shall be solely responsible for ensuring that its NPP contains all required regulatory provisions.
 3. **Languages.** The NPP will be available in both English and Spanish, and in "large type."
- B. **Distribution.** The NPP shall be distributed to each patient or their personal representative before or at the time they first receive services from a UNC Health Facility. The NPP is not required to be distributed to patients on subsequent visits; however, UNC Health Facilities must ensure that paper copies of the NPP are always available to patients upon request. The NPP will be posted and copies made available in all patient registration and/or check-in areas.
1. **UNC Health Facilities.** UNC Health Facilities may rely on the delivery of an NPP by any UNC Health Facility to satisfy the delivery of the NPP for all UNC Health Facilities using the same NPP.
 2. **Non-Covered Components.** If a UNC Health Facility operates one or more non-covered components (such as a wellness center), and the Facility has specifically adopted a formal policy identifying the non-covered components, then the non-covered component(s) should not distribute the NPP to any individuals. However, if the non-covered component also provides one or more covered services (excluded from the non-covered component) then the Facility should only distribute the NPP to individuals for whom covered services are provided (assuming some services by a non-covered component also include covered services). The NPP may be posted in a non-covered component in those areas where a covered service might be provided.
 3. **Emergency Services.** If emergency services are involved the first time a patient receives a service from a UNC Health Facility, the NPP must be provided to the patient as soon as reasonably practicable after their receipt of the emergency services.
 4. **Electronic Notice.** If a patient agrees to electronic notice, the NPP may be sent via secure (encrypted) e-mail to the patient.
 5. **Material Changes.** This Policy shall be promptly revised and distributed to workforce members if there is a material change to:
 - Patient rights relating to privacy or their ability to view or access copies of their medical records; or
 - The legal duties relating to the use or disclosure of PHI; or
 - other practices related to the NPP.
- C. **Distribution after Revision.** If the NPP is revised, it shall be distributed by each UNC Health Facility to every new patient beginning on the date of service immediately following the date the NPP was revised. In addition, the revised NPP shall immediately replace all posted NPPs at any physical locations where the NPP is posted and on the website.
- D. **Website.** The NPP shall also be prominently posted on the website of each UNC Health Facility and be made available for download. Alternatively, UNC Health Facilities may direct web visitors to the NPP posted on the UNC Health website for reference.
- E. **Acknowledgement.** A good faith effort shall be made to obtain a written acknowledgment of the patient's

receipt of the NPP on [Acknowledgement of Receipt of Notice of Privacy Practices Form](#). If a patient's written acknowledgment cannot be obtained, the efforts made in an attempt to obtain the patient's written acknowledgment shall be documented.

F. **Documentation Retention Period.** Copies of each NPP placed into use shall be maintained for a period of six (6) years, including the written acknowledgment of a patient's receipt of the NPP and the efforts to obtain a written acknowledgment.

G. **Physical Copies and Posting.** Physical copies of the NPP shall be made available at all times at physical locations where patients receive services. The NPP shall also be posted in the reception areas (or equivalent) of UNC Health Facilities, or such other clear and prominent place in which the patient would reasonably be expected to look.

III. Definitions

None

IV. References

45 C.F.R. §§ 164.502(i), 164.520, 164.530(i)(4)

V. Related Policies/Forms

[Notice of Privacy Practices \(English\)](#)

[Notice of Privacy Practices \(Spanish\)](#)

[Acknowledgement of Receipt of Notice of Privacy Practices \(English\)](#)

[Acknowledgement of Receipt of Notice of Privacy Practices \(Spanish\)](#)

UNC Rex [Notice of Privacy Practices and Health Insurance Portability and Accountability Act \(HIPAA\)](#)

UNC Rex [Notification and Documentation of HIPAA](#)

Attachments

No Attachments

Approval Signatures

Step Description	Approver	Date
	Jerylyn Williams: Chief Audit & Compliance Ofcr	06/2020
SYSTEM Site Administrator	Emilie Hendee: HCS Attorney Sr	06/2020
	David Behinfar: HCS Exec Dir Privacy	06/2020

Applicability

Caldwell Memorial Hospital, Chatham Hospital, Johnston Health, Nash UNC Health Care, Pardee Hospital, UNC Health Care System, UNC Lenoir Health Care, UNC Medical Center, UNC Physicians Network, UNC Rex Healthcare, UNC Rockingham Health Care, Wayne Memorial Hospital

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