

Provide Notice of Privacy Practice to Non-Veterans

Section: Privacy/ FOIA Unit

- 1. PURPOSE:** This procedure is to ensure the facility is in compliance with the VA Notice of Privacy Practices (NOPP) guidelines. The NOPP informs the patient on how the medical facility may use or disclose their health information and also describes the patient's Privacy Rights. An individual will be provided with a current copy of the Notice of Privacy Practices, by this facility upon verbal or written request. All Veterans receive a copy of this notice from the Health Eligibility Center (HEC) upon enrollment.

A non-Veteran (humanitarian, military activity duty, research study participant, etc.) who receives care and treatment must be given a copy of the NOPP.

- 2. RESPONSIBILITY:** The facility Privacy Officer acts as the facility subject matter expert (SME) for the VA NOPP, and is the facility point of contact for any questions regarding the NOPP. The Privacy Officer will communicate the process, including the need to obtain a signed Acknowledgement of the NOPP (VAF 10-0483) to the administrative/clinic clerks, AODs, Principle Investigator for research studies, etc.

3. PROCEDURE:

- a. The Administrative/Clinic Clerks, AODs, or the Principle Investigator for research studies, etc. that enroll patients will briefly explain the NOPP, provide the non-Veteran with a copy of the NOPP, and have them sign the Acknowledgment of the Notice of Privacy Practices form VAF10-0483.
- b. The staff that enrolled the patient will then scan the signed acknowledgement form into VistA Imaging Administrative Record for that patient (if a Health Record is created).
- c. The signed acknowledgement form will then be placed in an interoffice envelope and mailed with a sensitive NOTICE on the envelope to the Privacy Officer (001).
- d. A copy will be maintained in the research Regulatory Binder.

REFERENCES: VA Policy Memorandum HIM-02, Privacy Program & FOIA