

Health care providers shall make a good faith effort to obtain an individual's written acknowledgment that they have received the NPP no later than the date of first service.

#### Recommended process

Give new patients the Notice of Privacy Practices document with your other standard intake forms and tell them it is just for review (i.e., they don't need to sign the notice itself) and that you are available for questions. Lastly, somewhere within your intake paperwork include the following statement with a signature line:

*I have reviewed the HIPAA Notice of Privacy Practices, have been provided an opportunity to discuss my right to privacy, and know that upon request I will be given a copy of the notice.*

(Spanish version) *He revisado la Notificación de Prácticas de Privacidad y se me ha dado la oportunidad de discutir mi derecho a la privacidad y sé que en el momento que lo solicite, se me proveerá una copia de la notificación*

What if a patient's first visit is not in-person?

When the patient's first visit is not in-person (e.g., telehealth) the notice shall be mailed, or emailed with proper authorization, to the individual the same day, if possible. To satisfy the requirement that the provider also make a good faith effort to obtain the individual's acknowledgment of the notice, the provider may include a tear-off sheet or other document with the notice that requests that the acknowledgment be mailed back to the provider's office. If the individual chooses not to mail back an acknowledgment then a file copy of the form sent to the patient would be adequate documentation of the provider's good faith effort to obtain the acknowledgment.

#### Other facts

- If a patient refuses to sign the acknowledgement you should document your attempt and the patient's refusal. The patient encounter can then continue as usual.
- Acknowledgement is not required every year. One signature on the initial visit is all you need.
- If the notice is revised the up-to-date notice must be posted prominently in your office, added to your website, and made available to individuals upon request. You don't need to call, email, or otherwise notify existing patients that the notice has changed. Nor do existing patients need to re-acknowledge (re-sign) the revised notice.

This requirement might be eliminated