

Uconnect Epic Training

Notice of Privacy Practices (NPP)

We are required by law to:

- Provide the Notice no later than the first delivery of service. We only have to provide the NPP one time.
- Make a good faith effort to obtain a written acknowledgement by the patient or their legal representative. If not obtained, document efforts and the reason why the acknowledgement was not obtained.
- Retain the written acknowledgement of receipt or documentation of our good faith efforts to obtain written acknowledgement.

Written Acknowledgment of Receipt

- With EPIC, obtain the Written Acknowledgment via e-Sign when possible rather than using the paper form.
- If the patient or his/her legal representative is unable to sign, use the EPIC drop down menu to document the reason why which will help eliminate the use of the paper form.

UAMS
UNIVERSITY OF ARKANSAS
FOR MEDICAL SCIENCES

Acknowledgment of Receipt of Privacy Notice

By signing this form, you are only agreeing that you have received a copy of the UAMS Notice of Privacy Practices.

Patient Signature _____ Date _____
Print Legal Representative's Name (if applicable) _____ Legal Representative's signature _____

STAFF USE ONLY

We provided the Notice of Privacy Practices and attempted to obtain written acknowledgment but acknowledgment could not be obtained because:

Patient or Legal Representative declined to sign the Acknowledgment of Receipt.
 Other (please specify) _____

Printed Name of Employee Completing Form _____ Date _____
Signature of Employee Completing Form _____ UAMS Location _____

Med 00c-0339 (03/2003) - HIPAA

Old
Way

Documents

Type of Document	Description	Status	Date Received
Photo ID		Not Received [11	
HIPAA Notice of Priv		Not Received [11	
SHARE Forms		Not Received [11	
Physician Office Cor		Not Received [11	
Financial Clearance		Financial Cleara	

Expand E-Sign Delete Show all documents

New
Way

What do I do when checking-in or admitting a patient in EPIC?

- Check the Patient Header for “NO HIPAA” or the HIPAA NPP document window/table.
- If the patient has not already received a copy of the NPP, give the patient a copy of the NPP and have the patient sign via the e-Sig. A copy of the signature page can be printed from the documents window/table.
- In the HIPAA Notice of Privacy Practices Document type, change the “received” status to “patient signed, NPP provided.”
- If the patient or his/her legal representative’s signature was not obtained, choose the appropriate selection on the drop down.

Documents

Type of Document	Description	Status	Date Received
HIPAA Notice of Priv		Received [10]	5/22/2013
Hospital Consent for		Received [10]	5/22/2013
Power of Attorney		Received [10]	5/22/2013
Hospital Financial R			
SHARE Forms			
Financial Clearance			

Category Select

Search:

Title

- Notice Mailed
- Patient declined to sign, NPP Provided
- Patient Signed, NPP Provided
- Patient unable to sign, NPP Provided
- Urgent Situation, NPP Unable to Provide

Accept Cancel

Only select Notice Mailed if you physically put the NPP in an envelope and mailed.

If the patient is unable to sign choose this option.

Urgent Situation should be only used in the ED

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The screenshot shows a web browser window titled "Electronic Signature" with the UAMS logo and "UNIVERSITY OF ARKANSAS FOR MEDICAL SCIENCES". It contains fields for "Patient Name:", "DOB:", and "MRN:". Below these is the heading "Acknowledgment of Receipt of Privacy Notice" and the text "By signing this form, you are only agreeing that you have received a copy of the UAMS Notice of Privacy Practices.e)". A red box highlights the "Patient or Legal Representative Signature:" field. Below this is a "Date Signed:" field. A section titled "STAFF USE ONLY" contains the text "We provided the Notice of Privacy Practices and attempted to obtain written acknowledgment but acknowledgment could not be obtained because:" followed by two radio button options: "Patient or Legal Representative declined to sign the acknowledgment of Receipt." and "Other". At the bottom right, there are "Print" and "Close" buttons, with a red arrow pointing to the "Print" button.

If patient is unable to sign, select the appropriate reason on the e-Sig form.

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- To make it easier at EPIC go-live, patients who had already received the NPP were brought over via an automatic backload. That is why you might see “patient signed, NPP provided” with an older date or with a missing date.
- With EPIC, there is no “auto mailing” of the NPP. If you choose Notice Mailed, you must manually mail a copy. This is typically only required if the patient will not be physically seen here. For example, Telemedicine patients will need to have the NPP mailed to them.
- If you are pre-registering the patient or scheduling an appointment, it is not necessary to mail the NPP. Instead it should be provided at check-in.