Individuals who receive care from any University of Minnesota health facility have a right to receive a University of Minnesota Notice of Privacy Practices (NPP). The form of the NPP is approved by the University Health Information Privacy & Compliance Office (HIPCO) and is available on its website: http://healthprivacy.umn.edu.

University of Minnesota health care facilities must:

- Provide the NPP to individuals who receive care not later than the date of the first delivery of care
  - In an emergency treatment situation, the NPP must be provided as soon as reasonably practicable after the emergency
  - NPP may be provided in electronic form via email if the individual has agreed to electronic notice

- Make a good faith effort to obtain a written acknowledgement of the receipt of the NPP
  - Retain the acknowledgement for six years following the last date of services
  - If acknowledgement is not obtained, document the efforts and the reason why the acknowledgment was not obtained
  - Retain the efforts to obtain the acknowledgement for six years following the last date of services, or until an acknowledgment is received

- Have the NPP available at the physical site where services are provided for individuals to request and take with them

- Post the NPP in a prominent location where services are provided

- Post the NPP (or provide a link to the HIPCO website where the NPP is available) on any website that provides information about health care services provided by the health care facility

- Comply with all terms of the NPP, including:
  - How an individual’s PHI (as defined in the NPP) may be used and disclosed
  - The rights of individuals regarding their PHI

Effective Date: October 20, 2016