

## STANDARD ADMINISTRATIVE PROCEDURE

### 16.99.99.M0.07 Notice of Privacy Practices

*Approved April 27, 2020*

*Next scheduled review: April 27, 2025*

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#### SAP Statement

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This standard administrative procedure applies to the Texas A&M University (TAMU) components that have been designated as a TAMU HIPAA Health Care Component (TAMU HIPAA HCC) in Standard Administrative Procedure 16.99.99.M0.01, *Designation as a Hybrid Entity*.

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#### Definitions

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#### Official Procedure

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##### 1. GENERAL

The TAMU HIPAA HCC is required by law to protect the privacy of health information that may reveal the identity of a patient and must provide a copy of the HIPAA privacy practice notice<sup>i</sup> (the “Notice”) to each patient the first time such patient presents for treatment at a TAMU HIPAA HCC.

##### 2. PROCEDURE

###### 2.1 Conditions.

2.1.1 Posters will be displayed in each of the TAMU HIPAA HCC sites that are not covered by a Joint Notice.

2.1.2 Patient will receive a copy of the Notice the first time the patient presents for treatment.

2.1.3 Patient will be asked to acknowledge the receipt of the Notice.

2.1.4 The acknowledgement will become part of the patient’s medical record.

2.1.5 All personnel and Business Associates of the TAMU HIPAA HCC will treat patient health information consistent with the requirements of the Notice or a Joint Notice as applicable.

2.2 Development or Revisions

2.2.1 TAMU HIPAA HCC will develop its own notice and forms with the proposed contents requiring review and approval by the TAMU Privacy Officer.

2.2.2 The TAMU Privacy Officer is responsible for consulting with the Texas A&M System General Counsel’s Office to finalize the information contained within the revision to ensure conformance with applicable law.

2.2.3 The TAMU Privacy Officer is responsible for the dissemination of approved notices and forms to management personnel for appropriate distribution to patients and use by Business Associates and personnel of the TAMU HIPAA HCC.

3. VIOLATIONS

The TAMU Privacy Officer has general responsibility for implementation of this procedure. Employees who violate this procedure will be subject to disciplinary action up to and including termination of employment. Anyone who knows or has reason to believe that another person has violated this procedure should report the matter promptly to his or her supervisor or the TAMU Privacy Officer. All reported matters will be investigated and, where appropriate, steps will be taken to remedy the situation. Where possible, every effort will be made to handle the reported matter confidentially. Any attempt to retaliate against a person for reporting a violation of this procedure will itself be considered a violation of this procedure that may result in disciplinary action up to and including termination of employment.

<sup>i</sup> 45 CFR 164.520

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**Contact Office**

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**Office of University Risk, Ethics, and Compliance**