

The Notice of Privacy Practices Procedure for Non-Veteran Research Participants

1. Objectives:

- a. To ensure that all non-veterans involved in research receive the Notice of Privacy Practices (NOPP).
- b. Outline the procedure for obtaining an acknowledgement of receipt of VHA Notice of Privacy Practice (NOPP).
- c. Comply with federal and local AVAMC Privacy Office guidelines.

2. Definitions:

- a. **VHA Notice of Privacy Practices (NOPP):** Is a 6 page document that describes how VHA protected health information may be used or disclosed and how subjects can get access to this information. It also describes subject's privacy rights.
- b. **Acknowledgement of the Notice of Privacy Practices:** VA form 10-0483. Subjects sign this form to acknowledge they have received the NOPP.

3. Procedures:

- a. When a non-veteran participates in VA research, the Notice of Privacy Practices (NOPP) must be given to the non-veteran when they attend their first research visit. This includes those who do and do not impact clinical services.
- b. Have the non-veteran sign the Acknowledgement of the Notice of Privacy Practices form – VA form 10-0483.
- c. Promptly send a copy of the signed "Acknowledgement of the Notice of Privacy Practices" form, VA form 10-0483, via encrypted email to:
 - i. The Privacy Office at VHAATGPrivacy@va.gov
- d. Promptly send a copy of the signed "Acknowledgement of the Notice of Privacy Practices" form, VA form 10-0483, to the Medical Records Department for scanning if a medical record exists for the study subject. Follow the instructions in the "Scanning Research Documents Procedures" located on the Atlanta VA Research website.
- e. The signed NOPP acknowledgement form is kept with the PI in the subject's research records.
- f. The NOPP and form 10-0483 are located on the Atlanta VA Research website.