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 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.