



Notice of Privacy Practices Acknowledgment Form

Name: Client ID#

I have received a copy of the Notice of Privacy Practices Form DH 150-741, 09/13.

Signature: Date:

Individual or Representative with legal authority to make health care decisions

If signed by a Representative:

Print Name: Role: (Parent, guardian, etc.)

Witness: Date:

If the individual has a representative with legal authority to make health care decisions on the individual's behalf, the notice must be given to and acknowledgment obtained from the representative. If the individual or representative did not sign above, staff must document when and how the notice was given to the individual, why the acknowledgment could not be obtained, and the efforts that were made to obtain it.

Notice of Privacy Practices given to the individual on date

Reason Individual or Representative did not sign this form:

- Individual or Representative chose not to sign
Individual or Representative did not respond after more than one attempt
Email receipt verification
Other

Good Faith Efforts: The following good faith efforts were made to obtain the individual's or Representative signature. Please document with detail (e.g., date(s), time(s), individuals spoken to and outcome of attempts) the efforts that were made to obtain the signature. More than one attempt must have been made.

- Face to face presentation(s)
Telephone contact(s)
Mailing(s)
Email
Other

Staff Signature: Title:

Print Name:

Date:

This form must be retained for a period of at least six years in the appropriate record.