

Health Information Compliance Alert

Reader Questions: Sign and Date, Please

Question: Some of our patients didn't put the date with their signatures showing they received our notice of privacy practices (NPP). Do we need to ask the patients with missing dates to sign another acknowledgement?

Answer: No.

The privacy rule says you have to provide patients with your NPP, get the signature and keep it in your records. If you've done those things, the date is unimportant.

The Bottom Line: The only time dates on the patient acknowledgement make a difference is if you revise your notice. Best practice: Ask all patients to date their signatures when you issue your revised notice.. **Tip:** Stamp the front of patients' charts with 'NPP Given' and the date so your staff can quickly see if patients are up to date with your policy and procedures.