

SP Central®

HIPAA Compliance Forms

HIPAA grants your patients certain rights that must be managed by your pharmacy using compliance forms. To make compliance easier, SP Central software version 07.06 provides the following HIPAA compliance forms as system reports.* SP Central provides these reports so you can print them out and manually update them or export and electronically update them, based on the needs in your pharmacy.

- **Notice of Privacy Practices (NOPP):** The NOPP must be given to each patient to whom the pharmacy provides a service every six years and the patient's acknowledgement signature must be maintained.
- **Patient Request for Restriction of Uses and Disclosures of Protected Health Information:** Used to request additional restrictions on the use or disclosure of PHI, or restrictions on the method or location of communicating with the patient.
- **Request for Access to Protected Health Information:** Used to request the ability to review and obtain a copy of health records.
- **Patient Request to Amend Protected Health Information:** Used to request that the pharmacy make amendments to their PHI contained in health records.
- **Patient Request for Accounting of Disclosures of Protected Health Information:** Used to obtain an accounting of disclosures of PHI made by the pharmacy for certain non-routine purposes beyond Treatment, Payment or Health Care Operations.
- **Authorization by Personal Representative of Patient for Use and Disclosure of Protected Health Information:** Used to authorize a personal representative to use or view a patient's PHI.
- **Complaint Concerning Pharmacy Duty with Respect to Protected Health Information:** Used to file a complaint concerning pharmacy compliance with HIPAA requirements.
- **Patient Request for Confidential Communication of Protected Health Information:** Used to request confidential communication of PHI.



**HIPAA forms have been developed from the following source: Fitzgerald, Jr., Walter L. The HIPAA Compliance Handbook for Community Pharmacy. Alexandria, Virginia: National Community Pharmacists Association. 2002.*

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Pharmacy Automation

For more information call:
800.606.7628
913.384.1008
www.scriptpro.com

See reverse for Electronic
Signature information.

SP Central® Electronic Signature for NOPP Acknowledgement

As of April 14, 2003, SP Central software version 07.07 allows electronic signature customers to capture your patient's signature for the NOPP Acknowledgment. The system prompts pharmacy staff to request a patient's signature upon dispensing once every 6 years (or other configurable frequency) and provides electronic archive and retrieval of signatures.



SP Central also allows pharmacies to easily create and customize forms for a patient's electronic signature. Other system forms include:

- Prescription Pickup Authorization
- Refill Reminder Authorization
- Marketing Authorizations and Acknowledgements
- Refill Policy
- Release of Prescription Information

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