Notice of Privacy Practices Builder

Plan and check your HIPAA notice (45 CFR 164.520), with a client acknowledgment of receipt

Use the exact header wording, therapy examples and your state's stricter rules

Practice and privacy contact

Practice name _____ Privacy contact (name or title) _____ Phone _____

Where the notice is on your website _____ Version _____ Effective date _____

Status: ☐ HIPAA covered entity ☐ Group or agency notice ☐ Also a Part 2 program ☐ Not covered (by choice)

1. Required elements, 164.520(b)(1): tick when done

☐ 1 Header, exact words ☐ 2 Uses, TPO examples ☐ 2 Other uses, stricter law ☐ 2 Authorization uses

☐ 4 Rights (all six) ☐ 5 Duties and breach ☐ 6 Complaints, HHS ☐ 7 Contact, 8 Date

3 Separate: ☐ Part 2 statement ☐ Fundraising ☐ None apply ☐ Vacated (F)(G)(H) removed

2. Therapy examples and stricter practices

Treatment example _____

Payment example _____

Health care operations example _____

Stricter practices and state law limits you will describe _____

3. Giving and posting the notice

☐ Intake packet ☐ Portal or email (agreed) ☐ Auto reply, online request

☐ Office posting ☐ Website footer link ☐ Paper copies on hand

4. Rights requests: who handles them and the deadline

Access requests go to (act within 30 days) _____ Amendment requests go to (60 days) _____

Accounting of disclosures (60 days, last 6 years) _____ Self pay restriction: how billing holds it back _____

Complaints to the practice: how _____ Notice by email agreed and recorded where _____

Acknowledgment of receipt (164.520(c)(2)(ii))

I acknowledge that I received the Notice of Privacy Practices of the practice named above, in the version and with the effective date shown above.

Client name and signature _____ Date _____

Or personal representative: name, relationship and signature _____ Date _____

Office use: how given (paper, portal, email) _____ If not signed: good faith effort and reason _____

Office use: filed on _____ admin record ☐ keep 6 years ☐ version logged ☐

Template to adapt. Not legal advice. Check HIPAA, 42 CFR part 2 if it applies, and your state's laws.
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Notice of Privacy Practices Builder

Plan and check your HIPAA notice (45 CFR 164.520), with a client acknowledgment of receipt

FILLED EXAMPLE · fictional practice, clinician and details

Practice and privacy contact

Practice name: Harbor Light Counseling (fictional)

Privacy contact (name or title): Privacy Contact: practice owner

Phone: (555) 010-0163

Where the notice is on your website: Footer link on every page: /privacy-notice

Version: 2026-11

Effective date: 11/09/2026

Status: ☑ HIPAA covered entity ☐ Group or agency notice ☐ Also a Part 2 program ☐ Not covered (by choice)

1. Required elements, 164.520(b)(1): tick when done

☑ 1 Header, exact words ☑ 2 Uses, TPO examples ☑ 2 Other uses, stricter law ☑ 2 Authorization uses

☑ 4 Rights (all six) ☑ 5 Duties and breach ☑ 6 Complaints, HHS ☑ 7 Contact, 8 Date

3 Separate: ☑ Part 2 statement ☐ Fundraising ☐ None apply ☑ Vacated (F)(G)(H) removed

2. Therapy examples and stricter practices

Treatment example: Consult other treating clinicians only with written permission, except emergencies

Payment example: Two plans billed electronically; self pay clients get receipts and superbills

Health care operations example: Licensed supervisor case review; EHR, billing and video vendors under written agreements

Stricter practices and state law limits you will describe: No psychotherapy notes kept; no marketing or sale; [state] court order rule for records

3. Giving and posting the notice

☑ Intake packet ☑ Portal or email (agreed) ☑ Auto reply, online request

☑ Office posting ☑ Website footer link ☑ Paper copies on hand

4. Rights requests: who handles them and the deadline

Access requests go to (act within 30 days): Privacy Contact, in writing; 30 days

Amendment requests go to (60 days): Privacy Contact, in writing; 60 days

Accounting of disclosures (60 days, last 6 years): Privacy Contact; 60 days, 6 years

Self pay restriction: how billing holds it back: EHR flag: do not bill plan, paid in full

Complaints to the practice: how: In writing to the address on website

Notice by email agreed and recorded where: Portal agreement, client file

Acknowledgment of receipt (164.520(c)(2)(ii))

I acknowledge that I received the Notice of Privacy Practices of the practice named above, in the version and with the effective date shown above.

Client name and signature: Jordan K. (fictional)

Date: 11/09/2026

Or personal representative: name, relationship and signature

Date

Office use: how given (paper, portal, email): Portal, before first video session

If not signed: good faith effort and reason: Not applicable, signed

Office use: notice and acknowledgment filed in admin record 11/09/2026 · keep 6 years

Template to adapt. Not legal advice. Check HIPAA, 42 CFR part 2 if it applies, and your state's laws.

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Annual Review: Checklist

Ten checks for your privacy notice each year, plus a version and distribution log

Each year, and after any material change

- [ ] 1. Covered entity status and any Part 2 records confirmed.
- [ ] 2. Header statement copied exactly, at the top.
- [ ] 3. Treatment, payment, operations examples match your practice.
- [ ] 4. Other disclosures reflect your state's stricter law.
- [ ] 5. Psychotherapy notes, marketing and sale paragraphs current.
- [ ] 6. Part 2 separate statement present (required since 02/16/2026).
- [ ] 7. Vacated reproductive health paragraphs reviewed with adviser.
- [ ] 8. Rights, duties, complaints, contact and date all present.
- [ ] 9. Posted in office and on website; online auto reply sends it.
- [ ] 10. Acknowledgments filed; old versions kept for six years.

Version and distribution log: one row per version

Version	Effective	What changed	Office posted	Website	Old one down	Initials
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						

Material change triggers: billing insurance, new associates or supervisees, a new stricter practice or dropping one, a new state law, Part 2 records. Give each version a new effective date, never earlier than the date it is published, and keep every version for six years (164.530(j)).

Template to adapt. Not legal advice. Check HIPAA, 42 CFR part 2 if it applies, and your state's laws.
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Get it on Etsy

etsy.com/listing/4607261084 | instant digital download

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