

**General Directions:** Read carefully. Use proper onscreen editing technique. You may use RPW but no other resources during the test. You have 60 minutes to complete this test.

Edit the following extract taken from the “Model Notices of Privacy Practices (NPPs): Questions and Instructions” published by the US Dept. of Health and Human Services. The document explains how health care providers (e.g., physicians, hospitals, etc.) should use the Dept.’s models to improve the patient experience and comply with the HIPAA Privacy Rule. The document, along with the model notices, is posted on the government website.

Your copyediting focus should be on (1) organization (i.e., transitions, cohesion, and format), (2) style (i.e., conciseness, parallelism, voice, word choice, and tone), and (3) mechanics (i.e., punctuation, agreement, pronouns, and misspellings or typos).

### How were these Notices of Privacy Practices (NPPs) created?

To develop the ~~Notices of Privacy Practices~~ (NPP’s) you see on this site, we conducted focus groups with consumers (~~e.g.e.g.~~ patients) to explore the information that they are most interested in seeing in the notices. ~~Then we developed D~~rafts ~~that~~ were ~~developed and~~ tested with actual consumers at four geographically diverse sites. In this testing, we watched how customers reacted to the NPP’s and how easily they could use them. After each round of testing, we made changes to improve both design and language. The overarching goals of this testing was to ~~e~~nsure that ~~a~~ ~~patient~~consumers:

- Understands the alternative privacy notices (Comprehens~~ion~~)
- Finds information ~~he~~neededs in the notices (Navigation)
- Uses the notices appropriately (Decision Support/Task Completion)

### Which NPP should you use?

#### Types of NPPs

We have created NPP’s ~~both~~for ~~both~~ entities covered by Point of Service (POS) plans, and by Preferred Provider Organization (PPO) plans. ~~T~~hese versions have some

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differences in language to reflect the ~~differences in the~~ HIPAA Privacy Rule.

#### **Adobe PDF Designs**

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~~For both POS and POP plans, w~~We have created ~~3~~three different fillable Adobe PDF designs. As noted above, ~~consumers found~~ each ~~of the~~ designs ~~was tested and found~~ to be usable ~~for consumers~~. Every design has the same language ~~(although the~~ “Layered Version” also includes an additional ~~4<sup>th</sup>~~ first page that summarizes key privacy rights, choices, uses and disclosures~~).~~.

- **Booklet Version** – This version is set up as ~~as~~ booklet that is folded and stapled. Consumers liked this version because it was approachable, easy to read, and portable.

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- **Full page version** – This version uses similar design elements as the booklet but is configured to be printed ~~ed~~ on a full page (8 ½" X 11" size). If you like the design of the brochure but don't want to print and assemble it, this version is a useful option.

- **Layered Version** – This version has a one~~–~~page summary of key privacy rights, uses, and disclosures on the first page. ~~Its~~ configured to be printed on 8 ½" X 11" paper. It was liked because they liked the quick and easy to read summary.

#### **Microsoft Word Version**

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This version includes only the unformatted text. It is a version for use if only the words are needed to put into an existing design.

#### **Customizing DesignsHow do you customize the designs?**

~~The~~Each of the designs have some areas that allow you to customize the NPP for ~~your~~a covered ~~patient~~entity. ~~W~~hile also ~~facilitating helping you~~ comply~~ance~~ with

the requirements of the Privacy Rule. The gray, fillable fields in each PDF include instructions for special notes to add to the Notice if they apply to your entity. If you do not have any special notes, you can simply click the space bar to delete them from the page.

### **Editing Text Field Properties**

To change the ~~font point~~ size for the fillable fields you ~~shall~~**must** use Adobe Acrobat Professional version 8, 9, X or XI. Follow these instructions for changing the Text Field Properties:

1. Under the Forms menu, select **Add or Edit fields. . .**
2. Double-click on the field you'd like to edit to view the **Text Field Properties** dialog box.
3. ~~Select the Appearance tab.~~ In the Text section, ~~change~~ the Font Size ~~can be changed~~ using the pop-up menu or type~~ing~~ in the point size you'd like to use. ~~by selecting the Appearance tab.~~
4. Click **Close** in the bottom right corner of the Appearance window.
5. Under the Forms menu, select **Close Form Editing**. Then add your text as needed. It will appear in the new font size you've selected.

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