

NPP - NOTICE OF PRIVACY PRACTICES

This file contains the instructions for back-end files and structures for the "NPP - Notice of Privacy Practices" web site.

STRUCTURE - USER FACING SITE

User facing web site files are located in the "\npp\" folder. It consists of the following structure:

npp\index.php	- User facing web site (with selection options).
npp\npp-en.php	- Site's main file (English).
npp\npp-es.php	- Site's main file (Spanish).
npp\npp_plan_en.json	- JSON formatted data file for Health Plan (English).
npp\npp_prov_en.json	- JSON formatted data file for Provider (English).
npp\npp_plan_es.json	- JSON formatted data file for Health Plan (Spanish).
npp\npp_prov_es.json	- JSON formatted data file for Provider (Spanish).
npp\css\npp.css	- CSS file for the web site.
npp\css\fonts*	- Font files for the web site.
npp\images\bg.png	- Background image for the web site.
npp\3rd*	- Supporting 3rd party javascript files.
npp\3rd\bs\	- Bootstrap.
npp\3rd\jq\	- jQuery.
npp\3rd\fa\	- Font awesome.
npp\3rd\purl\	- Utility to parse URL arguments.
npp\3rd\eqht\	- Utility to make HTML elements equal height.
npp\3rd\sto\	- Utility to scroll the page content in browser window.

Note:

- To load "Health Plan" or "Provider" JSON data file, pass the "id" argument's value as either "plan" or "prov" in the URL. With the correct "id" option, the appropriate JSON data file will be loaded. If invalid or no "id" argument is present, it will default to "Provider" data file.

For example:

http:\\yoursite.com\npp\npp-en.php?id=plan	- Health Plan data (English)
http:\\yoursite.com\npp\npp-en.php?id=prov	- Provider data (English)
http:\\yoursite.com\npp\npp-es.php?id=plan	- Health Plan data (Spanish)
http:\\yoursite.com\npp\npp-es.php?id=prov	- Provider data (Spanish)

STRUCTURE - ADMIN EDITOR SITE

The Admin Editor web site files are located in the "\\npp\admin\\" folder. It consists of the following structure:

npp\admin\index.php	- Admin Editor site's main login page.
npp\admin\admin.php	- Admin Editor site's editor main page.
npp\admin\server_checklogin.php	- Admin Editor site's username and password.

Data Files

npp\npp_plan_en.json	- JSON formatted data file for Health Plan (English).
npp\npp_prov_en.json	- JSON formatted data file for Provider (English).
npp\npp_plan_es.json	- JSON formatted data file for Health Plan (Spanish).
npp\npp_prov_es.json	- JSON formatted data file for Provider (Spanish).

Notes:

- Admin Editor site is a customized version of "JSON Editor Online" tool. The customizations are made to provide admin login access, load/edit/save the four JSON data files from the user facing site location directly.
- Change the username and password in the "server_checklogin.php" file before going live. This PHP file is a simple example. This login verification mechanism can be changed to meet your organization's requirement.

STRUCTURE - JSON DATA FILE

Overall Structure

```
▼ object {1}
  ▼ npp {6}
    ► general {8}
    ► rights {3}
    ► choices {3}
    ► uses [2]
    ► responsibilities {1}
    ► changes {1}
```

General Information

```
▼ object {1}
  ▼ npp {6}
    ▼ general {8}
      companyname : ACME Health Plan
      effectivedate : January 01, 2014
      website : http://www.privacydemo.com
      officername : John Doe
      officertitle : Privacy officer
      address : 123 Jane Drive, Demo city, State - 12345
      phone : (800) 123-4567
      email : johndoe@privacydemo.com
    ► rights {3}
    ► choices {3}
    ► uses [2]
    ► responsibilities {1}
    ► changes {1}
```

Your Rights

```
▼ object {1}
  ▼ npp {6}
    ► general {8}
    ▼ rights {3}
      title : When it comes to your health information, you have certain rights.
      description : This section explains your rights and some of our responsibilities.
      ▼ items [8]
        ▼ 0 {4}
          subtitle : Get a copy of health and claims records
          ▼ content [2]
            0 : You can ask to see or get a copy of your health and claims records.
            1 : We will provide a copy or a summary of your health and claims records.
          ▼ notes [0]
            (empty array)
          ▼ examples [0]
            (empty array)
          ► 1 {4}
          ► 2 {4}
          ► 3 {4}
          ► 4 {4}
          ► 5 {4}
          ► 6 {4}
          ► 7 {4}
        ► choices {3}
        ► uses [2]
        ► responsibilities {1}
        ► changes {1}
```

Your Choices

```
▼ object {1}
  ▼ npp {6}
    ► general {8}
    ► rights {3}
    ▼ choices {3}
      title : For certain health information, you can tell us your choices about wh
      description : If you have a clear preference for how we share your informatio
      ▼ items [2]
        ▼ 0 {4}
          subtitle : In these cases, you have both the right and choice to tell u
          ▼ content [2]
            0 : Share information with your family, close friends, or others in
            1 : Share information in a disaster relief situation
          ▼ notes [1]
            0 : If you are not able to tell us your preference, for example if
              information when needed to lessen a serious and imminent threat
          ▼ examples [0]
            (empty array)
        ► 1 {4}
      ► uses [2]
      ► responsibilities {1}
      ► changes {1}
```

Our Uses And Disclosures

```
▼ object {1}
  ▼ npp {6}
    ► general {8}
    ► rights {3}
    ► choices {3}
    ▼ uses [2]
      ▼ 0 {3}
        title : How do we typically use or share your health information?
        description : We typically use or share your health information in the fol
        ▼ items [4]
          ▼ 0 {4}
            subtitle : Help manage the health care treatment you receive
            ▼ content [1]
              0 : We can use your health information and share it with profess
            ▼ notes [0]
              (empty array)
            ▼ examples [1]
              0 : A doctor sends us information about your diagnosis and treat
          ► 1 {4}
          ► 2 {4}
          ► 3 {4}
        ▼ 1 {3}
          title : How else can we use or share your health information?
          description : We are allowed or required to share your information in othe
            law before we can share your information for these purposes.
            target='_blank'>www.hhs.gov/ocr/privacy/hipaa/understanding/
          ▼ items [6]
            ► 0 {4}
            ► 1 {4}
            ► 2 {4}
            ► 3 {4}
            ► 4 {4}
            ► 5 {4}
        ► responsibilities {1}
        ► changes {1}
```

Our Responsibilities

```
▼ object {1}
  ▼ npp {6}
    ► general {8}
    ► rights {3}
    ► choices {3}
    ► uses [2]
    ▼ responsibilities {1}
      ▼ content [5]
        0 : We are required by law to maintain the privacy and security of your p
        1 : We will let you know promptly if a breach occurs that may have compro
        2 : We must follow the duties and privacy practices described in this not
        3 : We will not use or share your information other than as described her
          change your mind.
        4 : For more information see: <a href='http://www.hhs.gov/ocr/privacy/hip
          /noticepp.html</a>.
      ► changes {1}
```

Changes To Terms

```
▼ object {1}
  ▼ npp {6}
    ► general {8}
    ► rights {3}
    ► choices {3}
    ► uses [2]
    ► responsibilities {1}
    ▼ changes {1}
      ▼ content [1]
        0 : We can change the terms of this notice, and the changes will apply to
```