

**Arizona Department of Health Services
Division of Behavioral Health Services
PROVIDER MANUAL
NARBHA Edition**

Section 10.9 **HIPAA Joint NARBHA SAA/TAA Privacy Notice**

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10.9.1 Introduction

Service Area Agencies (SAAs) and Tribal Area Agencies (TAAs) provide the Joint Notice of Privacy Practices to each member upon enrollment, or at their first service.

10.9.2 References

[45 CFR 164.520](#)

10.9.3 Scope

This policy applies to Service Area Agencies and Tribal Area Agencies. (SAAs/TAAs)

10.9.4 Procedures

- SAAs/TAAs are required to adopt and use the NARBHA/SAA/TAA Joint Notice of Privacy Practices to inform their members of HIPAA privacy requirements practices. (See [PM Form 10.9.1](#)). SAAs/TAAs can add privacy practices to the notice, but cannot remove any privacy practices.
- All members who are enrolled by a SAA/TAA on or after March 1, 2003 are provided a copy of the Joint Notice of Privacy Practice upon enrollment. Members who have been previously enrolled have been mailed a Joint Notice of Privacy Practices by NARBHA.
- The member signs acknowledgment of receipt of the notice. The acknowledgment is contained within the member's clinical record. There is also acknowledgment of receipt within the clinical record of the Joint Notice of Privacy Practices, which had been received by the member through the mail.
- A copy of the Joint Notice of Privacy Practices is given to members upon request.
- The Joint Notice of Privacy Practices is posted at each of the SAA/TAA service sites, is made available to members at each site, and is posted on the SAA/TAA website, as appropriate.
- Changes to the Joint Notice of Privacy Practices must be posted at each SAA/TAA service site, made available to members, and posted on websites, as appropriate.