



DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS UNITED STATES AIR FORCE  
WASHINGTON, DC

JUL 9 2010

MEMORANDUM FOR ALMAJCOM/SG

FROM: HQ USAF/SG3  
1500 Wilson Boulevard, Suite 1600  
Arlington, VA 22209

SUBJECT: Posting Notice of Privacy Practices on Military Treatment Facility (MTF) Websites

The Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule requires covered entities that maintain a website providing information about the covered entity's customer services or benefits to prominently post its Notice of Privacy Practices (NoPP) on the respective MTF's website. The notice is also required to be available electronically through the website. A recent sampling of Air Force MTF websites has shown an opportunity for improvement with this requirement.

All MTFs that maintain an official website describing customer services or benefits must ensure compliance with this requirement. This can be accomplished by establishing a link entitled **MHS Notice of Privacy Practices** in a prominent location near the top of the website's home page, which opens the English language version of the MHS NoPP. Additional language versions of the MHS NoPP are available for use and may be placed on the website in addition to the English version if deemed appropriate for the beneficiary population served by the MTF. Copies of the MHS NoPP for use in this initiative may be downloaded from the TMA Privacy website at: <http://www.tricare.mil/tma/privacy/hipaa-nopp.aspx#>.

Compliance is required within 30 days of the date of this memorandum. Should you have questions or require additional information my POC is Lt Col Gretchen Dietrich, AFMS HIPAA Privacy Officer, (703) 588-6655, DSN 425-6655, or [gretchen.dietrich@pentagon.af.mil](mailto:gretchen.dietrich@pentagon.af.mil).

A handwritten signature in cursive script that reads "James D. Collier".

JAMES D. COLLIER, Col, USAF, MC, CFS  
Assistant Surgeon General, Health Care Operations  
Office of the Surgeon General