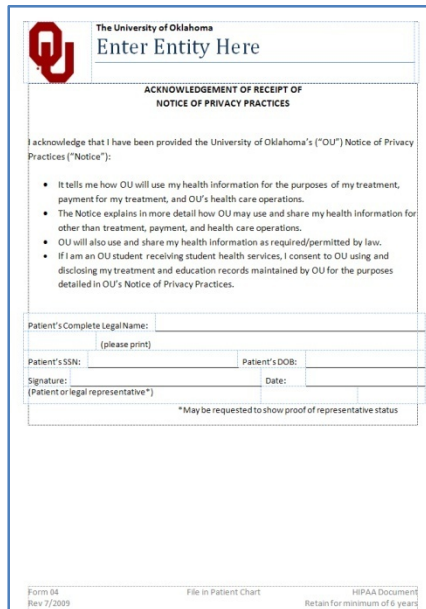


HIPAA Forms – Customizing Logo

Adding Organizational Logo:

The revised HIPAA forms allow you to replace the OU logo with a logo for your organization.

1. Download the HIPAA form you will be customizing.



The screenshot shows a HIPAA form with the following content:

The University of Oklahoma
Enter Entity Here

**ACKNOWLEDGEMENT OF RECEIPT OF
NOTICE OF PRIVACY PRACTICES**

I acknowledge that I have been provided the University of Oklahoma's ("OU") Notice of Privacy Practices ("Notice"):

- It tells me how OU will use my health information for the purposes of my treatment, payment for my treatment, and OU's health care operations.
- The Notice explains in more detail how OU may use and share my health information for other than treatment, payment, and health care operations.
- OU will also use and share my health information as required/permitted by law.
- If I am an OU student receiving student health services, I consent to OU using and disclosing my treatment and education records maintained by OU for the purposes detailed in OU's Notice of Privacy Practices.

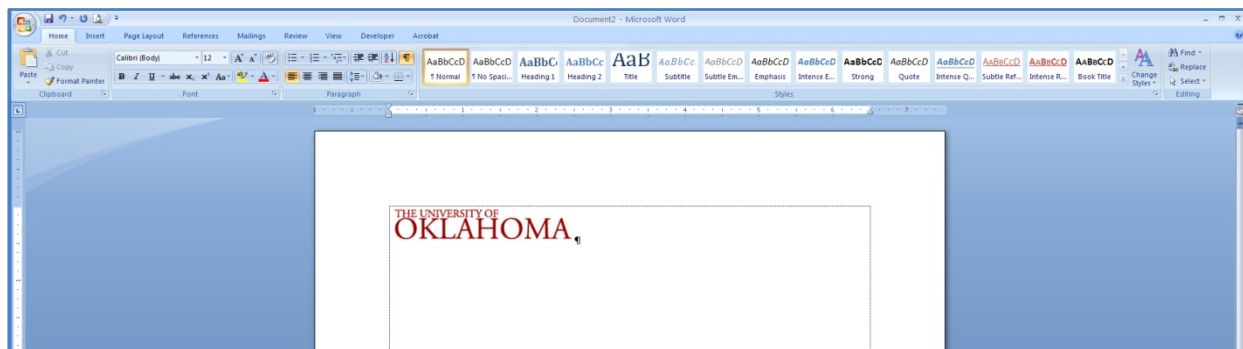
Form fields include:

- Patient's Complete Legal Name: _____
(please print)
- Patient's SSN: _____ Patient's DOB: _____
- Signature: _____ Date: _____
(Patient or legal representative*)

* May be requested to show proof of representative status

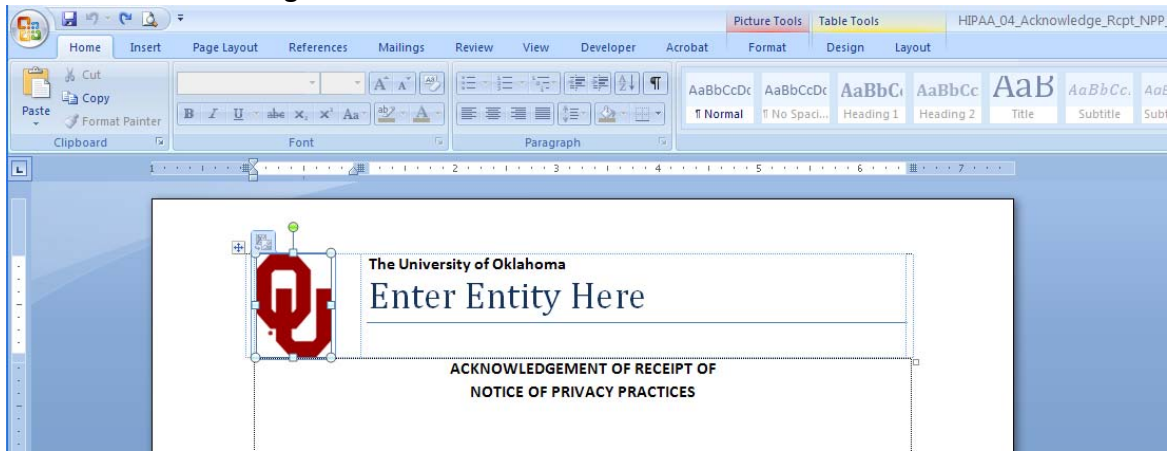
Form 04 Rev 7/2009 File in Patient Chart HIPAA Document Retain for minimum of 6 years

2. Open a new, blank Word document.
3. Insert your organization's logo into the blank document.

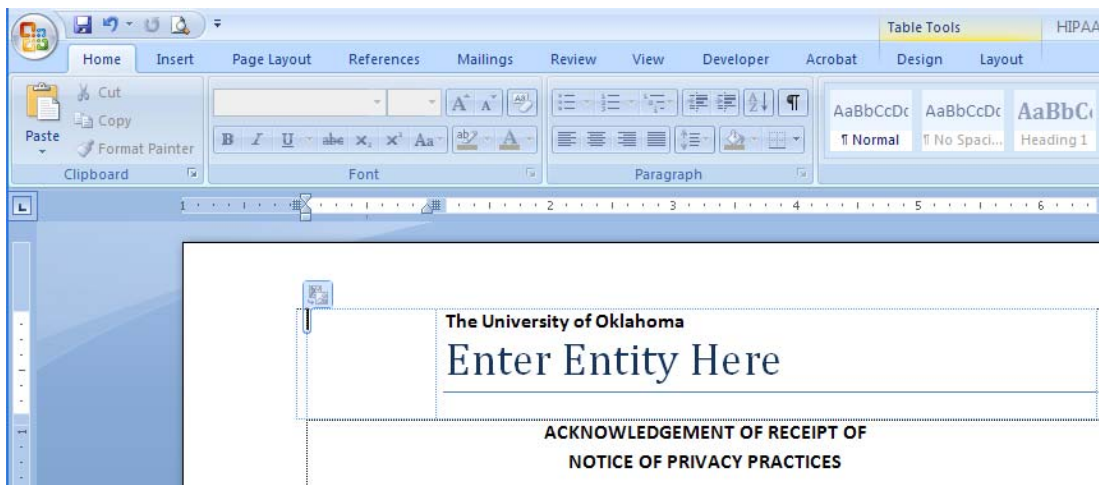


4. Select the logo and copy it.
5. Return to the HIPAA form.

6. Click the form's OU logo to select it.



7. Delete the OU logo.



8. Paste your organization's logo in the resulting blank area.

