INSTRUCTIONS FOR ACCESSING THE MCDHHS NOTICE OF PRIVACY PRACTICES (NOPP)

LTL Staff can access all versions of the MCDHHS Notice of Privacy Practices with their MCDHHS UserID and password via <u>https://mcgov.sharepoint.com/teams/HHS/PRM/Pages/HIPAANOPP.aspx</u> PER THE INSTRUCTIONS BELOW:

- 1. If you are logged in to your MCPS e-mail via Office/Outlook 365, please make sure to LOG OFF.
- 2. When you click on the link above, you will be taken to an Office 365 webpage.
 - a. Remember to NOT sign in as you would for your MCPS e-mail.
 - b. If your MCPS username is listed there as a default, do not click on it. Instead, click on "Use Another Account."
- In the box that says "Email or phone," enter "[Your HHSUserID]@montgomerycountymd.gov". (After entering this as your userID, the site will direct you to the Montgomery County sign in page)
- 4. In the box that says "Password," enter the same password you use for VPN*.

You should then see a screen that looks like the following:

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DHHS MONTOGRESSY COUNTY DEPARTMENT OF MANAGEMENT TO A MAIN Services	AA Notice of Privacy Practices				Search this si	ite v p
HOME	HIPAA Notice of Privacy Practices:					
About The Department Video Features Calendar Application Portal HUMAN RESOURCES Active Employees Training & Career Department	Staff Guide for Notice Patient's Rights e English e Sparish Revised Notice of Privacy Practices e English (January 2017) e Spanish (January 2017) DHHS Privacy Acknowledgement and Designation e English					
Supervisory Resources Separating & Retiring	One Page Notice Summary/Signature Page English Spanish					
Most Popular HR FAQ's (Compiled by 311)	French Chinese Korean					
Who Do I Contact For	Vietnamese					
SHARED SERVICES Contract Management	• Amhanc • Farsi • Burmese					
Fiscal						

*Please note that you do NOT have to be logged in to VPN in order to perform all of these steps.