

## HIPAA Compliance Policy

# HEALTH INFORMATION PRIVACY POLICIES & PROCEDURES

Adopted Effective: April 14, 2003. Revised January 2014; January 2021

These Health Information Privacy Policies and Procedures implement the College of Nursing and Health Professions' obligations to protect the privacy of individually identifiable health information that we create, receive, or maintain.

We implement these Health Information Privacy Policies and Procedures to protect the interests of our clients/patient and workforce; and to fulfill our legal obligations under the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), its implementing regulations at 45 CFR Parts 160 and 164 (65 Fed. Reg. 82462 (Dec. 28, 2000)) ("Privacy Rules") as amended (67 Fed. Reg. 53182 [Aug. 14, 2002]), and state law that provides greater protection or rights to individual than the Privacy Rules.

As a member of our workforce or as a third party person or entity providing us services ("Business Associate") you are obligated to follow these Health Information Privacy Policies and Procedures faithfully. Failure to do so can result in disciplinary action, including termination of employment or dismissal from your educational program. In addition, federal penalties for privacy violations can result in fines up to \$250,000 and prison sentences of up to 10 years. The workforce includes any individual whose work performance at the University of Southern Indiana College of Nursing and Health Professions (the "College"), is under the direct control of the College. The workforce defined as, but is not limited to, all clinical, administrative and academic full-time, part-time, temporary and contract employees as well as volunteers, and students.

These Policies and Procedures address the basics of HIPAA and the Privacy Rules that apply to the College. They do not attempt to cover everything in the Privacy Rules. The Policies and Procedures of the College utilize the terms "individual (vi)-3.s7e]TJ 0.157.086 g 0. <</MCID 11 >>BDC BT 10.4687 0 0 10.02 421.5 317.52 T



5. To employers regarding work-related illness or injury;
6. To the military;
7. To federal officials for lawful intelligence, counterintelligence, and national security activities;
8. To correctional institutions regarding inmates;
9. In response to subpoenas and other law enforcement processes;
10. To law enforcement officials;
11. To report abuse, neglect, or domestic violence;
12. As required by law;
13. As part of research projects; and
14. As authorized by state worker's compensation laws.

#### 5. Required Disclosures

The College will disclose protected health information (PHI) to an individual (or to the individual's personal representative) to the extent that the individual has a right of access to the PHI); and to the U.S. Department of Health and Human Services (HHS) on request for complaint investigation or compliance review. The College will document each disclosure made to HHS.

The College workforce will honor the rights of individuals regarding their PHI.

- a) **Access** -The College will permit individuals or workforce members access to their own PHI we or our Business Associates maintain. No PHI will be withheld from an individual unless we confirm that the information may be withheld according to the Privacy Rules. We may offer to provide a summary of the health information. The individual must agree in advance to receive a summary and to any fee we will charge for providing the summary.
- b) **Amendment**- Individuals and workforce members have the right to request to amend their own PHI and other records for as long as the College maintains them.

The College may deny a request to amend PHI or records if: (a) we did not create the information (unless the individual provides us a reasonable basis to believe that the originator is not available to act on a request to amend}; (b) we believe the information is accurate and complete; or (c) we do not maintain the information.

The College will follow all procedures required by the Privacy Rules for denial or approval of amendment requests. We will not, however, physically alter or delete existing notes. W(dua)-4.Cdf9 ( )-494 (elete )TJ-0.0rett,ipr W(dua)-4.Cdf9 ( )-494 (elete )J0.91 (6for de)-4.1 o

- e) **Alternative Communications** - Individuals have the right to request the use of alternative means or alternative locations when communicating PHI to them. The College will accommodate an individual's request

- c) **Complaints** - The College will implement procedures for individuals to complain about compliance with our Privacy Policies and Procedures or the Privacy Rules. The College will also implement procedures to investigate and resolve such complaints.

The complaint form can be used by the individual to lodge the complaint. Each complaint received must be referred to the College Compliance Committee immediately for investigation

## NOTICE OF PRIVACY PRACTICES

THIS NOTICE DESCRIBES HOW HEALTH INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION.

PLEASE REVIEW IT CAREFULLY.  
THE PRIVACY OF YOUR HEALTH INFORMATION IS IMPORTANT TO US.

### OUR LEGAL DUTY

We are required by applicable federal and state law to maintain the privacy of your health information. We **are also required to give you this Notice about our privacy practices, our legal duties, and your rights concerning your health information. We must follow the privacy practices that are described in this Notice while it is in effect. This Notice takes effect April 14, 2003 and will remain in effect until we replace it.**

We reserve the right to change our privacy practices and the terms of this Notice at any time, provided such changes are permitted by applicable law. We reserve the right to make the changes in our privacy practices and the new terms of our Notice effective for all health information that we maintain, including health information we created or received before we made the changes. Before we make a significant change in our privacy practices, we will change this Notice and make the new Notice available upon request.

You may request a copy of our Notice at any time. For more information about our privacy practices, or for additional copies of this Notice, please contact us using the information listed below.

your best interest in allowing a person to pick up filled prescriptions, medical supplies, x-rays, or other similar forms of health information.

**Marketing Health-Related Services:** We will not use your health information for marketing communications without your written authorization.

**Required by Law:** We may use or disclose your health information when we are required to do so by law.

**Abuse or Neglect:** We may disclose your health information to appropriate authorities if we reasonably believe that you are a possible victim of abuse, neglect, or domestic violence or the possible victim of other crimes. We may disclose your health information to the extent necessary to avert a threat to you or to others.



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