

NOTICE OF PRIVACY PRACTICES

Effective April 14, 2003

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT PATIENTS MAY BE USED AND DISCLOSED

The purpose of this notice is to provide you with information on Boston Reed's information protection practices in accordance with the Health Insurance Portability and Accountability Act (HIPAA). The "HIPAA Privacy Rule" guarantees certain privacy rights to individuals.

Boston Reed students will abide by the terms of this notice currently in effect by maintaining the privacy of personal information. You will be provided with notice of our legal duties and privacy practices with respects to Protected Health Information.

Confidentiality: You are required to maintain confidentiality of patient information in accordance with state and federal law. No student will have access to or have the right to review any medical record, except where necessary in the regular course of the clinical program. The discussion, transmission or narration in any form by students of any patient information obtained in the regular course of the clinical program is forbidden except as permitted by law.

Definitions

Business Associate

A person or entity that uses Protected Health Information to perform a function or activity on behalf of an agency.

Protected Health Information

Information relating to a patient's past, present or future health or condition, the provision of health care to a patient, or payment for the provision of health care to a patient. Protected Health Information includes, but is not limited to:

- Patient name, address and phone number
- Social Security number
- Service date
- Diagnosis information
- Billing records
- Services rendered

Authorization: Agencies may use and disclose Protected Health Information for purposes of treatment & health care operations. Any other uses or disclosure require a specific authorization by the patient or his or her representative. The authorization must be written in plain language and there are specific requirements for its content. For an authorization to be valid, it must contain required information, must not have expired and must be completely filled out.

Agencies can use and disclose Protected Health Information without a person's authorization when necessary for:

- coordination of specific treatment
- disclosure to health insurance carrier to the extent permitted by law
- payment
- health care operations
- as required or permitted by law

Protected Health Information will only be disclosed to Business Associates who have agreed in writing to maintain the privacy of Protected Health Information as required by law.

**Use or Disclosure
Required or
Permitted by Law**

Use or disclosure of Protected Health Information to the extent that the law requires the use or disclosure:

- *Public Health:* For public health activities or as required by the public health authority.
- *Health Oversight:* To a health oversight agency for activities such as audits, investigations and inspections. Oversight agencies are government agencies that oversee the health care system, government benefit programs, government regulatory programs and civil rights laws.
- *Legal Proceedings:* In response to an order of a court administrative tribunal, a subpoena, discovery request or other lawful process.
- *Law Enforcement:* For law enforcement purposes, including:
 - legal process or as otherwise required by law;
 - limited information requests for identifications and location
 - use or disclosure related to a victim of a crime;
 - suspicion that death has occurred as a result of criminal conduct;
 - in a medical emergency where it is likely that a crime has occurred.
- *Criminal Activity:* As requested by law enforcement, if the use or disclosure is necessary to prevent or lessen a serious and imminent threat to the health or safety of a person or the public.

Persons are able to request restrictions on the use and disclosure of their Protected Health Information. If the request prevents an agency from providing service to said persons, the request can be denied.