



NUMBER: 348
SUBJECT: HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)
EFFECTIVE DATE: AUGUST 15, 2005
EFFECTIVE DATE OF LAST REVISION: JANUARY 24, 2011
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348.1 — POLICY

The Health Insurance Portability & Accountability Act (HIPAA) of 1996 is a federal program that requires that all medical records and other individually identifiable health information used or disclosed by Bridgerland Applied Technology College (BATC) in any form, whether electronically, on paper, or orally, are kept properly confidential.

BATC may use and disclose your medical records that are in our possession only for each of the following purposes: treatment, payment, and health care operations.

Treatment – means providing, coordinating, or managing health care and related services by one or more health care providers.

Payment – means such activities as obtaining reimbursement for services, confirming coverage, billing or collection activities, and utilization review.

Health Care Operations – include the business aspects of running our health plan, such as conducting quality assessment and improvement activities, auditing functions, cost management analysis, and customer service.

Any other uses and disclosures will be made only with your written authorization. You may revoke such authorization in writing, and we are required to honor and abide by that written request, except to the extent that we have already taken actions relying on your authorization.

You have the following rights with respect to your protected health information, which you can exercise by presenting a written request to the privacy officer:

- The right to request restrictions on certain uses and disclosures of protected health information, including those related to disclosures to family members, other relatives, close personal friends or any other person identified by you. We are not, however, required to agree to a requested restriction. If we do agree to a restriction, we must abide by it unless you agree in writing to remove it.
- The right to reasonable requests to receive confidential communications of protected health information from us by alternative means or at alternative locations.
- The right to inspect and copy your protected health information.
- The right to amend your protected health information.
- The right to receive an accounting of non-routine disclosures of protected health information.
- BATC has the obligation to provide and you have the right to obtain a paper copy of this notice from us at least every three (3) years.

BATC is required by law to maintain the privacy of your protected health information and to provide you with notice of our legal duties and privacy practices with respect to protect health information.

PERSONNEL POLICIES — SECTION 300

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You have recourse if you feel that your privacy protections have been violated. You have the right to file a formal, written complaint with us or with the Department of Health and Human Services Office for Civil Rights about violations of the provisions of this notice or the policies and procedures of our office. BATC will not retaliate against you for filing a complaint. (Contact the Payroll Manager/Controller for address information or for a complete copy of the HIPAA Privacy Practices.)