

NUMBER: 348

SUBJECT: HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

APPROVAL 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 Technical College (BTECH) in any form, whether electronically, on paper, or orally, are kept properly confidential.

Bridgerland 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 the employee's written authorization. The employee may revoke such authorization in writing, and the College is required to honor and abide by the written request, except to the extent that Bridgerland has already taken actions relying on the employee's authorization.

Eligible employees have the following rights with respect to their protected health information, which they 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 the employee. Bridgerland is not, however, required to agree to a requested restriction. If the College agrees to a restriction, they must abide by it unless the employee agrees in writing to remove it.
- The right to reasonable requests to receive confidential communications of protected health information from Bridgerland by alternative means or at alternative locations.
- The right to inspect and copy the employees protected health information.
- The right to amend the employees protected health information.
- The right to receive an accounting of non-routine disclosures of protected health information.
- The College has the obligation to provide the employee the right to obtain a paper copy of this notice from the College at least every three (3) years.

Bridgerland is required by law to maintain the privacy of employee protected health information and to provide the employee with notice of legal duties and privacy practices with respect to protect health information.

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Employees have recourse if they feel that their privacy protections have been violated. Employees have the right to file a formal, written complaint with Bridgerland 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 the College office. Bridgerland will not retaliate against employees for filing a complaint. (Contact the Payroll Manager/Controller for address information or for a complete copy of the HIPAA Privacy Practices.)