

420-03 HIPAA PRIVACY—PROCEDURE

1. PURPOSE

The Health Insurance Portability and Accountability Act (HIPAA) of 1996, was implemented to protect confidential health information and provides a remedy for enforcement and compliance with these regulations.

2. PROCEDURE

1. The Privacy Officer will retain documentation of policies and procedures and all changes in policies and procedures in accordance with the Plan's policy on the Record Retention.
2. All policies and procedures are to be authorized by the Privacy Officer.
3. Proposed changes to a policy or procedure should be submitted in writing to the Privacy Officer.
4. FMLA and Disability are not considered protected health information per HIPPA regulations.

3. BACKGROUND

1. References: none
2. Revision history: 03/24/2010 (new), (renumbered – formerly the Tuition Reimbursement Benefit procedure)
3. Legal review: none
4. Sponsor: Human Resources

Adopted by College Council: 03/24/2010

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