POLICIES AND PROCEDURES

SUBJECT: HEALTH INFORMATION PRIVACY PRACTICES

ISSUE DATE: 7/11/17

SUPERSEDES ISSUE DATE: 3/6/17

Policy Title: Health Information Privacy Practices

Policy & Procedure Statement:

The Health Insurance Portability and Accountability Act (HIPAA) and its regulations (the “Privacy Rule” and the “Security Rule”) provide comprehensive guidance for patients including their privacy rights concerning the use or disclosure of their medical information. Every member of the workforce at ICOM that comes in contact with protected health information will be required to complete general HIPAA training. Each department will determine the appropriate training modules to be taken by its workforce. Copies of training records will be kept in the Office of Academic Affairs. Anyone who knows or has reason to believe that the HIPAA policies have been violated should report the matter promptly to his or her supervisor. All reported matters will be investigated in a timely manner and, when possible, will be handled confidentially.

Approved by:

[Signature]

7/11/17

CAO/Dean

Date