***Facts ADH Students and Volunteers Should Know About HIPAA***

**WHAT IS HIPAA?**

Health Insurance Portability and Accountability Act (HIPAA) is a federal law that sets a national standard to protect medical records and other personal health information. Congress passed this legislation in 1996.

**IS HIPAA APPLICABLE TO ALL HEALTH CARE PROVIDERS?**

Yes, HIPAA applies to public health clinics, hospitals, physicians, insurance companies, laboratories, dentist, ambulatory surgery centers, business offices, etc.

**INDIVIDUAL RIGHTS UNDER HIPAA**

Covered entities provide individual (our patients and their guardians) with certain rights regarding Protected Health Information (PHI) under HIPAA, including:

* Right to access a designated record set of their PHI
* Right to amend their PHI
* Right to an accounting of certain disclosures of their PHI
* Right to request confidential communication regarding their PHI
* Right to request confidential communications regarding their PHI
* Right to request additional restrictions of the uses and disclosures of their PHI

**WHAT IS PROTECTED HEALTH INFORMATION (PHI)?**

The following is considered PHI: addresses, telephone/fax numbers, social security numbers, medical record numbers, patient account numbers, insurance plan numbers, vehicle information, license numbers, medical equipment numbers, photographs, fingerprints, e-mail /internet addresses, and reasons a patient is being seen in the clinic.

**WHAT IS CONSIDERED “HEALTH INFORMATION?**

Any information whether oral, written, or electronic (computer) regarding a patient is considered “Health Information”. Patient information can be related to past, present or future physical or mental health conditions.

**WHY MUST WE GIVE PATIENTS A PRIVACY NOTICE?**

The notice informs the patient of their rights to control who will see their protected health information. ADH volunteers have an ethical and legal obligation to protect and maintain our patient’s PHI in a secure and confidential manner.

*ADH health care providers with direct treatment relationships with individuals must (1) provide the Privacy Notice no later than the first date the provider delivers services to the patient, except in emergency situations; (2) make a good faith effort to obtain from each patient an acknowledgement of receipt of the Privacy Notice; and (3) post the Privacy Notice in a prominent location at the facility.*

**I have read the Student/Volunteer HIPAA training handout, “Facts ADH Students and Volunteers Should Know About HIPAA” and I understand my responsibilities to protect and maintain patient confidentiality. Failure to follow federal HIPAA standards may result in dismissal from ADH student/volunteer activities and possible federal criminal and/or monetary penalties.**

Student/Volunteer Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_

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