PATIENTS’ RIGHT TO PRIVACY
THE USE AND DISSEMINATION OF INFORMATION UNDER
THE FEDERAL AND PRIVACY ACT

This notice serves to communicate with our patients that we will take all necessary
means to protect and guard your health information. This is in compliance with the
Federal Rights and Privacy Act.

These actions include, but are not necessarily limited to the following:

- Limiting the exchange of your Health Information only to qualified parties or only
  with your consent.
- Screensavers and passwords on all patient demographics and software.
- All physical areas containing medical information are locked and securable.
- Annual training of all Student Health Center employees to assure compliance
  with this regulation.
- Data protection firewalls and backup plans with our software providers.
- In-house rules as to where/when the Student Health Center staff can discuss a
  patient’s account/status.
- All staff and volunteers will agree to and sign a confidentiality statement.

IF YOU HAVE CONCERNS REGARDING
YOUR PROTECTED HEALTH INFORMATION:

Contact: Student Health Center Business Manager at: 915-747-6544