



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