

# Policies

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## **Westerly Public Schools Health Insurance Portability and Accountability Act (HIPAA)**

**No. 4125**

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The purpose of this policy is to inform our customers, both internal and external, of our privacy practice.

In order to be in compliance with federal and state regulations, Westerly Public Schools has a procedure in place that addresses the privacy of and access to patient health information (PHI).

### **Notice of Privacy Practice**

It is the policy of Westerly Public Schools to obtain Patient Health Information (PHI), at times, from a parent or guardian, to assess and effectively educate a student. In compliance with the HIPAA Privacy Act, adopted 4-13-2003, Westerly Public Schools will include a privacy statement and consent on any and all documentation pertaining to special services of a student.

All documentation gathered would be kept in student 'Special Ed' files. These files will be secured at the Special Education Department, Administrative Office Building, in a locked cabinet.

The Revenue Officer will perform transmission of Patient Health Information (PHI) to Electronic Data Systems (EDS), for federal reimbursement purposes only. The password will change every 60 days to ensure the security of this computer equipment intended for Medicaid reimbursement purposes only.

### **Students and Families**

Westerly Public School students and their families are advised that information received with regard to a student's medical condition or obtained through a 'Student Accident Report' will be considered Patient Health Information (PHI) and therefore subject to this Privacy Notice. Patient Health Information may be used to facilitate payment for treatment or services rendered to a student. Patient Health information may be shared amongst the school nurse and those working with or chaperoning a student during the school day, during sporting events or on a field trip.

### **Employees and Dependents**

Westerly Public School employees and their dependents who participate in our Group Health Plans are advised that Patient Health Information (PHI) may be disclosed to others for the purpose of facilitating payment for treatment and services that you or your covered dependents receive. The Group Health Plans may use or disclose your health information for any of the following reasons: Workers' Compensation, Health &

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Safety, Health Care Operations or Decedents. Westerly Public Schools reserves the right to use or discuss PHI (Patient Health Information) for the purpose of a determination, upon request of the employee, for Sick Leave Pool assistance.

### **Your Health Information Rights**

- You have the right to request a copy of your health record as provided for in 45C.F.R.164.524
- Request a restriction on uses and disclosures of your information as provided by 45C.F.R.164.522, however the Group Health Plans are not required to agree to a requested restriction.
- Request that your health record be amended as provided in 45C.F.R.164.526
- Receive an accounting of disclosures made of your health information according to 45C.F.R.164.528

### **Complaints**

You have the right to complain to the Group Health Plans or the Secretary of the Department of Health and Human Services if you feel your privacy rights have been violated.

### **Contact Information**

If you have any questions, please contact:  
Cheryl Beebe, Benefits Coordinator  
315-1519

### **No Change To Plans**

Except for the Privacy Practice explained in this document the Group Health Plans have not changed any rights or obligation you have under these plans.

Adopted: April 13, 2003  
Revised: January 3, 2007