



# HIPAA

## AT A GLANCE

**Title:** Health Insurance Portability and Accountability Act

**Signed into Law:** 1996

**Official Oversight:**  
U.S. Department of Health and Human Services  
<http://www.hhs.gov>

**Issues Addressed:**

- Securing and keeping personal medical information private
- Portability of insurance for workers changing employment
- Reducing healthcare fraud and abuse
- Enforcing standards for health information
- Standardizing electronic health data

**Organizations Covered:**  
Hospitals, clinics, health care providers, health insurance companies and HMOs, health care workers, Medicare, and Medicaid

**MCC Units Affected:**

- Athletics
- Bursar
- Child Care Center
- Counseling Center
- Dental Clinic
- Financial Aid
- Health Professions
- Health Services
- Human Resources
- Massage Therapy
- Nursing

**Who to Contact:**

Contact the Office of the General Counsel at **585-292-2108** or **Heath Services** with HIPAA-related questions.

## Types of Medical Information Protected Under HIPAA:

Social Security Number	Date of Birth	Location of Treatment
Lab Results	Medical Record Number	Email Address
Diagnosis	Courses of Treatment	Medications
Dental Treatment	Counseling Use	Referrals

**This applies to information commonly found in most health care records!**

## HOW DOES THIS AFFECT MY WORK?

In general, HIPAA gives patients legal rights over their medical information and sets limits on who can look at or receive this information. A person may legally ask to:

- See or get a copy of their medical records
- Have corrections made to health care records
- Receive notification about how medical information may be used or shared
- Get a report on when and why medical information was shared
- File a complaint if health information is

not protected or patient rights are denied

MCC is not a covered entity under HIPAA; however, MCC does protect medical information that it collects. MCC staff are required to:

- View identification and/or written authorization before releasing personally identifiable health information
- Take extra steps to keep personally sensitive health information securely stored
- Obtain authorization before using personally identifiable information for research purposes

**Permission Required**

MCC does not release medical information outside of the college without written permission from the patient. In particular, do not disclose information in the following types of situations without specific written authorization from the individual:

- Release of medical information to an outside employer
- Patient contact information to be used for marketing or advertising purposes
- Details concerning mental health counseling sessions

## SAFEGUARDING MEDICAL PRIVACY

Although MCC is not mandated to comply with HIPAA standards for information privacy, it is MCC's policy to treat medical information as confidential. This applies to medical care and counseling provided by MCC affiliated clinics, departments, and employees.

To ensure privacy, health

care records are kept separately from academic records.

All types of communications (written, oral, email, phone, fax) should be treated as confidential. Care should be taken to avoid unintended or accidental misuse of information.

**Quick Privacy Tips**

- Secure your PC screen when not at your desk
- Do not discuss private information in public settings
- Keep your desk clear of clutter containing protected information