

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPPA)

The Governor Wentworth Regional School Board directs the Superintendent or designee to take steps to ensure compliance, when applicable, with the Health Insurance Portability and Accountability Act of 1996 (HIPPA), which grants individuals the right to receive notice of the uses and disclosures of their protected health information that may be made by the District, and sets forth individuals' rights and the District's legal obligations with respect to protected health information.

Confidentiality of Individually Identifiable Health Information

The District and its employees will not use or disclose an individual's protected health information for any purpose without the properly documented consent or authorization of the individual or her/his authorized representative unless required or authorized to do so under state or federal law or this policy, unless an emergency exists or unless the information has been sufficiently de-identified that the recipient of the information would be unable to link the information to a specific individual.

Prior to releasing any protected health information for the purposes set forth above, the District representatives disclosing the information shall verify the identify and authority of the individual to whom disclosure is made. This verification may include the examination of official documents, badges, driver's licenses, workplace identity cards, credentials and other relevant forms of identification or verification.

All employees of the District are expected to comply with the administration of this policy. Any violation of the HIPPA privacy or security standards or this policy shall constitute grounds for disciplinary action, up to and including termination of employment.

Any employee of the District who believes that there has been a breach of the integrity or confidentiality of any person's protected health information shall immediately report such breach to her/his immediate supervisor. Any employee involved in retaliatory behavior or reprisals against another individual for reporting an infraction of this policy is subject to disciplinary action up to and including termination of employment.

Adopted: 8/9/04
Revised: 3/6/06
Reaffirmed: 4/6/09