

Millersville University Health Services

Confidentiality and Privacy of Health Information

It is the policy of MUHS to provide for the confidentiality and privacy of all records. As members of both higher education and healthcare, Health Services has a unique obligation to respect the privacy of health care records. The Federal Education Rights and Privacy Act (FERPA) is the governing agency over Health Services records, however, Health Services voluntarily adheres to the standards set forth by the Health Insurance Portability and Accountability Act (HIPAA).

- To ensure FERPA/HIPAA standards are maintained, MUHS will implement the following:
 - Keep all medical information private
 - Provide all students access to Health Services with *HIPAA Notice of Privacy Practices*
 - Ownership of all records is retained by MUHS
 - All medical records are stored in a secure location for seven years after graduation in accordance with Pennsylvania state law after which they are shredded
 - Basic safeguards such as careful locking of both current and stored records are in place, and care is taken to avoid hallway or phone discussions of health information that may be easily overheard.
- MUHS may use and disclose health information for the following reasons:
 - Health Services will use your health information for treatment and referral to other health care practitioners
 - Health Services will use your health information for payment
 - Health Services will share your health information with other designated business associates (ie: laboratories, radiology facilities)
 - Health Services may use and disclose health information to contact you
 - Health Services may use and disclose health information to tell you about or recommend possible treatment options or alternative that may be of interest to you
 - Health Services may use and disclose information in life-threatening/extreme emergency situations
 - Health Services may, under certain circumstances, use and disclose health information about you for research purposes
 - Health Services will disclose health information when required to do so by federal, state or local law
 - In response to a court order, subpoena, warrant, summons or similar process
 - To identify or locate a suspect, fugitive, material witness or missing person
 - About a death, if believed to be a result of a crime
 - In emergency circumstances to report a crime, location of a crime or victim, or the identity, description or location or the person who committed the crime

- Health Services may use and disclose health information about you when necessary to prevent a serious threat to your health and safety of the public or another person
- Health Services may disclose health information to a coroner or medical examiner
- Health Services may disclose health information for public health activities, such as:
 - To prevent or control disease, injury or disability
 - To report births and/deaths
 - To report child abuse or neglect
 - To report reactions to medications or problems with products
 - To notify a person who may have been exposed to a disease or may be at risk for contracting or spreading a disease or condition
 - To notify the appropriate government authority if it is believed that a patient has been the victim of abuse, neglect or domestic violence.
- Health Services may disclose health information to a health oversight agency for activities authorized by law
- Health Services may disclose health information to military command authorities for those members of the United States armed forces or foreign military personnel
- Health Services may disclose health information to the extent authorized by and to the extent necessary to comply with laws relating to workers' compensation or other similar programs established by law