

Augusta University

Policy Library

Student Medical Records Security and Confidentiality

Policy Owner: Dean, Student Life

POLICY STATEMENT

Augusta University is a covered entity as defined by 45CFR 160-164 and confidentially secures student health records in accordance with HIPAA regulations.

A student health record may originate with the patient's first visit to Augusta University's Student Health Center, or when a student submits health information related to health or immunization history. It is the duty of Augusta University Student Health Services to retain health records security and confidentially in accordance with HIPAA requirements.

AFFECTED STAKEHOLDERS

Indicate all entities and persons within the Enterprise that are affected by this policy:

- Alumni Faculty Graduate Students Health Professional Students
 Staff Undergraduate Students Vendors/Contractors Visitors
 Other:

DEFINITIONS

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PROCESS & PROCEDURES

1. The health record is originated on the date of the patient's first visit to Augusta University Student Health Services or when a student submits health information related to health or immunization history.
2. Non-electronic documents are scanned and incorporated into the electronic health record.
3. The Augusta University Student Health Services will retain health records on paper or in electronic format for ten years past the last visit. For minors, records will be kept 10 years past the age of majority (18 years old for the State of Georgia). All records older than ten years will be purged from the computer system and from backup storage and a certificate of destruction retained. Paper records are picked up by a data destruction company under contract with Augusta University Student Health Services and a certificate of destruction obtained from the company.
4. Servers are backed up nightly through the Augusta University Information Technology Support and Services.
5. All paper student health records will be housed in physically secure areas.

Office of Compliance and Enterprise Risk Management Use Only

Policy No.: 564

Policy Sponsor: Type the title of the Executive Leader of the department.

Originally Issued: Not Set

Last Revision: 05/10/2016

Last Review: 06/09/2017

6. Access to and use of health information shall be restricted to authorized personnel with a need to know in the performance of their work at Augusta University Student Health Services.
7. Health records will not be left visible or unattended in areas accessible by unauthorized individuals.
8. Health information of a secondary means (indexes, hard-copy reports, or archived and deactivated records) shall be protected and secured in the same manner as the official health record. Computerized patient/provider care information shall be protected and secured in the same manner as the official paper health record.
9. Only authorized personnel will be permitted access to the Augusta University Student Health Services computers. Access to computer files shall be controlled through security codes and passwords. Passwords will be changed frequently to ensure security.
10. Previous passwords cannot be reused within the Student Health Services computer system. Users are restricted to log-ins only at certain workstations.
11. All paper student health records are returned to the Augusta University Student Health Services locked health record room after use during patient encounters.
12. Any student workers that may be employed for administrative support will not have access to any health records.
13. All losses, tampering, and unauthorized use of health information are reported to the Compliance & Enterprise Risk Management Office at Augusta University, followed by an incident report. Resolution will involve thorough analysis and development and implementation of working solutions.
14. Release of any health records to the student/spouse or outside entity will be in accordance of the current "Notice of Privacy Practices" listed in Related Documents above

REFERENCES & SUPPORTING DOCUMENTS

HIPAA Public Law 104-191: <http://aspe.hhs.gov/admsimp/pL104191.htm>

Standards for Privacy of Individually Identifiable Health Information (45 C.F.R. 160 & 164):
<http://www.hhs.gov/ocr/privacy/hipaa/understanding/summary/introduction.pdf>

Georgia Composite Medical Board and Georgia regulations O.C.G.A 31-33-2:
www.lexisnexis.com/hottopics/gacode/default.asp

Augusta University Privacy of Health Information Policy:
<http://www.georgiahealth.edu/shs/privacy.html>

FERPA: www.ed.gov/policy/gen/guid/fpco/brochures/postsec.pdf

HIPAA information: www.hipaa.com

Health Information Privacy: www.hhs.gov/ocr/privacy/index.html

RELATED POLICIES

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APPROVED BY:

President, Augusta University and CEO, AU Health System Date: 06/09/2017