



Confidentiality and Privacy Under HIPAA

Effective: April 14, 2003

Last Review: July 2, 2020

SUBJECT: Confidentiality and Privacy Policy under the Health Insurance Portability and Accountability Act of 1996 (HIPAA)

SCOPE: All Employees

PURPOSE: To Establish the Responsibility of Employees to Protect the Confidentiality of Confidential Information to Which They Have Access

Policy Statement: All VSU employees must hold confidential information used or obtained in the course of their duties in confidence. All protected health information (PHI) must be treated as confidential in accordance with professional ethics, accreditation standards, and legal requirements. All employees with access to confidential information, including patients' medical records information, employment information and/or information systems must read and sign the VSU Confidentiality and Security Access Agreement, which will be kept on file and updated annually.

Definitions:

Confidential Information: all records, files, reports, protocols, policies, manuals, databases,
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Proprietary Information

It is the policy of VSU to respect the proprietary rights of the companies that develop and support the computer software we use. All VSU employees who use a personal computer system are required to comply with license agreements associated with the computer software products used. Personal computer systems may not be used for any purpose that violates the law. It is against VSU policy to make illegal copies, download or transmit information or software in violation of copyright laws. No software may be installed on any computer system without prior authorization from Information Services.

Monitoring Access to Patient and Other Confidential Data

Information Services is responsible for data security and shall audit the access to enterprise- wide systems and data. This includes, but is not limited to, access to Network, Email, Internet, PRISM, Medipac, Human Resources, Accounts Payable, Payroll, General Ledger and TESS.

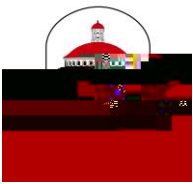
Protecting Confidential Information

Employees of VSU have a responsibility to protect confidential information and adhere to the standards set forth in the Notice of Health Information Privacy Practices. Therefore, employees may not use or disclose confidential information except in accordance with the law and applicable VSU policies and procedures. Employees shall not disclose information in any form (whether verbal, written, electronic, by fax, etc.) without authorization.

Verbal Communication

While on duty at VSU, confidential information shall not be discussed where others may hear the conversation, such as in hallways, on elevators, in the c-9(asT 0 61BTe)4(esA s)-20(y)10(stems)ptq Tf1 0 0 1

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Affected Stakeholders

Indicate all entities and persons within the university affected by this policy:

- Alumni Graduate Students Undergraduate Students
 Staff Faculty Student Employees
 Visitors Vendors/Contractors Other: _____

Policy Attributes

<i>Responsible Office(s)</i>	Information Technology, 1410 N. Oak St., 229-245-4357, itvsu@valdosta.edu
<i>Approving Officer or Body</i>	President, President's Office, West Hall Suite 1004, 229-333-5952, president@valdosta.edu
<i>Date Approved</i>	04/14/2003
<i>Last Review Date</i>	07/02/2020
<i>Next Review Date</i>	07/02/2022