

<p style="text-align: center;"><b>SLEASMAN STUDENT HEALTH SERVICES</b></p> <p style="text-align: center;"><b>Niagara University</b></p>	<p style="text-align: center;"><b>PROCEDURES &amp; GUIDELINES</b></p> <p style="text-align: center;">Confidentiality of Client Medical Records</p>	<p style="text-align: center;"><b>Review History</b></p> <p><b>Data Initiated:</b> 1996</p> <p><b>Last Revision:</b> 2/2009,12/2010</p> <p><b>Date(s) Reviewed/Revised:</b> 6/2012</p>
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Policy:

1. Confidential information in the medical record is considered privileged information and cannot be released without the client's written authorization. Confidentiality is to be broken only if the patient poses a danger to self/ others or if the students medical condition is deemed emergent and disclosure of such information will assist in their medical treatment and prognosis.
2. The guarantee of confidentiality in a privileged relationship helps assure that the client will not withhold information critical to his/her care.
3. Employees with access to medical information shall respect the doctrine of confidentiality and not divulge any information contained in the medical record unless they are authorized to do so by the client.
4. The release of information requires the client's written authorization, this consent form will be maintained in the students chart.
5. Students will be offered the option on each visit to release information to those individuals of their choice and such authorization will be submitted by the student when signing in for their appointment. Students who wish to add individuals after initial sign in may do so by giving verbal permission to the medical staff who will then update the consent for release of health information in the patients visit record.
6. Authorizations are required for release of information to:
  - a. Physicians and nurse practitioners not on the NU staff who are not at that moment treated the client.
  - b. Parents/guardians
  - c. NU personal-Professors, trainers, coaches,supervisors,etc
  - d. Attorneys
  - e. Insurance companies
  - f. Schools

- g. Law enforcement agencies - without client consent a court order of a search warrant is needed.
- h. Immigration and naturalization services
- i. Employers
- j. Welfare agencies
- k. Social Security Administration
- l. Veteran Administration
- m. Internal Revenue Departments
- n. Courts without a Subpoena Duce's Mecum
- o. Niagara University employees or Departments

7. Authorizations are NOT REQUIRED for release of information to:

- a. Another health care facility via telephone (after verification) when the information is needed for DIRECT EMERGENCY CARE of the client.
- b. Another physician or health care facility that is at that moment treating the client (after verification, ask that they send a valid authorization as soon as possible). It is preferable to get verbal permission via phone by the student while at their visit.
- c. State and local health departments (inform client in advance, if possible, that certain diseases may be reportable).
- d. Many third-party payers have clauses in their contracts that allow for release of information when the patient signs the contract. Request a copy of the signed consent from the insurance company.