

Effective April 14, 2003

***NOTICE OF PRIVACY PRACTICES
MINNESOTA STATE UNIVERSITY, MANKATO – STUDENT HEALTH SERVICES***

We will ask you to acknowledge receipt of the following information:

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

This notice explains how Minnesota State University, Mankato – Student Health Services uses and discloses your personal health information and the rights that you, as a consumer, have to access this information and keep it private. We are required by federal and state law to protect the privacy of your personal health information and to provide you with this notice.

Why do we ask you for this information?

We will use your personal information only to the extent necessary to conduct or support treatment, payment, or other health care operations on your behalf, or as authorized by you or by law. Some examples are:

- To tell you apart from other people with the same or similar name;
- To support treatment purposes such as care coordination and care management;
- To collect money from insurers or others, if they should pay for your care;

Do you have to answer the questions we ask? Generally, the law does not say you have to give us the information.

What will happen if you do not answer the questions we ask? We need the information to treat you, to receive payment for our services, and to operate the administrative, financial, legal and quality improvement activities of our business. Without the information we may not be able to help you.

We must follow the privacy practices that are described in this notice. We reserve the right to change our privacy practices and the terms of this notice. Before we make a significant change in our privacy practices, we will distribute a new notice to you and obtain your consent for new uses and disclosures, if required by law. To the extent applicable, any changes in our privacy policy will affect information we receive or create after the effective date of the new policy.

If you have questions about anything you read here, please contact:

Attention: Director
Minnesota State University, Mankato

Our Uses and Disclosures of Your Personal Health Information

With your Consent:

We can use your health information for the following purposes:

Treatment. “Treatment” generally means the provision, coordination, or management of health care and related services among health providers or by a health care provider with a third party, consultation between health care providers, or referral of a patient from one health care provider to another. For example, a doctor may use the information in your medical record to determine which treatment option, such as a drug or surgery, best addresses your health needs. The treatment selected will be documented in your medical record, so that other health care professionals can make informed decisions about your care. Under Minnesota law, we are required to obtain your written consent to disclose your personal health information outside Minnesota State University, Mankato – Student Health Services.

Payment. In order for an insurance company to pay for your treatment, we must submit a bill that identifies you, your diagnosis, and the treatment provided to you. As a result, we will pass such health information onto an insurer in order to help receive payment for your medical bills. before disclosing your health records for payment purposes.

Health Care Operations. “Health care operations” include certain administrative, financial, legal, and quality improvement activities necessary to run our business and support the core functions of treatment and payment. We may need your diagnosis, treatment, and outcome information in order to improve the quality or cost of care we deliver. These quality and cost improvement activities may include evaluating the performance of your doctors, nurses and other health care professionals, or examining the effectiveness of the treatment provided to you when compared to patients in similar situations. Under Minnesota law, we are required to obtain your written consent before disclosing your health record for these purposes.

Unless you object

Unless you are incapacitated, we will give you an opportunity to object to the following uses or disclosures of your information:

Family and Other Individuals Involved in Your Care- We may disclose to family members, friends, and persons you indicate are involved with your care, personal information that is directly relevant to their involvement in your care.

Disaster Relief Efforts- we may release your health information to organizations authorized to handle disaster relief efforts so those who care for you can receive information about your location or health status.

Appointment Reminders (if applicable)- we may want to use your health information for appointment reminders. For example, we may look at your medical record to determine the date and time of your next appointment with us, and then send you a reminder letter to help you remember the appointment.

Treatment Options (if applicable)-we may look at your medical information and decide to tell you about another treatment or a new service we offer.

Without Your Consent

In special circumstances specified in law, certain of your health information may be released to legal authorities, such as law enforcement officials, court officials, or government agencies for

specific purposes without seeking your permission. For example, we may have to report abuse, neglect, domestic violence or certain physical injuries, or respond to a court order. The use or disclosure will be made in compliance with the law and will be limited to the relevant requirements of the law. The following provides more detail about such disclosures:

- ✓ **For public health activities.** We may be required to report your health information to authorities to help prevent or control disease, injury, or disability. This may include using your medical record to report certain diseases, injuries, birth or death information, information of concern to the Food and Drug Administration, or information related to child abuse or neglect. We may also have to report to your employer certain work-related illnesses and injuries so that your workplace can be monitored for safety.
- ✓ **For health oversight activities.** We may disclose your health information to authorities so they can monitor, investigate, inspect, discipline or license those who work in the health care system or for government benefit programs.
- ✓ **To respond to a court order or subpoena.** We may have to disclose your health information as part of judicial or administrative proceedings.
- ✓ **For research.** Under certain circumstances, and only after a special approval process, we may use and disclose your health information to help conduct research. Such research might try to find out whether a certain treatment is effective in curing an illness.
- ✓ **To avoid a serious threat to health or safety.** As required by law and standards of ethical conduct, we may release your health information to the proper authorities if we believe, in good faith, that such release is necessary to prevent or minimize a serious and approaching threat to your or the public's health or safety.
- ✓ **For workers' compensation.** We may disclose your health information to the appropriate persons in order to comply with the laws related to workers' compensation or other similar programs. These programs may provide benefits for work-related injuries or illness.

Below is a listing of agencies and persons to whom we may release your health information for specific purposes:

Department of Health	State Fire Marshall
Department of Human Services	Health Boards
Department of Public Safety	Health professional licensing boards or agencies
Department of Commerce	Law enforcement agencies
Department of Employee Relations	Medical examiners or coroners
Department of Labor & Industry, insurers, and employers in workers compensation cases	Potential victims of serious threats of physical violence
Medical or scientific researcher	Local human services agencies
OCR/HHS Secretary	

Uses and Disclosures You Specifically Authorize

There may be times when we wish to use or disclose your personal information in a way that is not considered treatment, payment or health care operations or is not required by law. In those situations, we must get your specific written authorization to do so. If you sign an authorization form, we will use or disclose your information as permitted by that authorization. You may withdraw your authorization at any time, except if we have already relied on it. If you wish to withdraw your authorization, please submit your written

withdrawal to: Attention: Medical Records Clerk, Minnesota State University, Mankato – Student Health Services . 21 Carkoski Commons . Mankato, MN 56001. If you do not wish to authorize the proposed use or disclosure, you may do so without fear of reprisal.

Electronic Mail –Communications via email are not considered secure. If you wish to receive communications via email from us that include your personal health information, we will ask you to acknowledge the risks and authorize the communication.

Your Health Information Rights

You have several rights with regard to your health information. Specifically, you have the right to:

1. ***Inspect and copy your health information.*** With a very few exceptions, you have the right to inspect and obtain a copy of your health information. Please use the *Request Form* to make your request in writing. We will respond immediately or within 10 working days, unless an extension is necessary. If you request copies, we may charge you a reasonable fee as permitted by law. If we deny your request, you may be entitled to a review of that denial.
2. ***Request to amend your health information.*** If you believe your health information is incorrect, you may ask us to correct the information. You may be asked to make such requests in writing and to give a reason as to why your health information should be changed. However, if we did not create the health information that you believe is incorrect, or if we disagree with you and believe your health information is correct, we may deny your request. You may be entitled to a review of that denial. You may respond with a statement of disagreement to be included in your records.
3. ***Request restrictions on certain uses and disclosures.*** You have the right ask for certain restrictions on how your health information is used or to whom your information is disclosed, even if the restriction affects your treatment or our payment or health care operation activities. We are not required to agree in all circumstances to your requested restriction.
4. ***As applicable, receive confidential communication of health information.*** You have the right to ask that we communicate your health information to you in different ways or places. For example, you may want us to contact you only at work or through a written letter sent to a private address. You must make your request in writing and specify how or where you wish to be contacted. We will accommodate reasonable requests.
5. ***Receive a record of disclosures of your health information.*** You have the right to request and obtain a list of the disclosures we have made of your health information. This right does not apply to disclosures made to you or with your consent or authorization, for purposes of treatment, payment, or health care operations, and a few other limited exceptions. This list must include the date of each disclosure, who received the disclosed health information, a brief description of the health information disclosed, and why the disclosure was made. We may not charge you for the list, unless you request such a list more than once per year.

6. **Obtain a paper copy of this notice.** Upon your request, you may at any time receive a paper copy of this notice, even if you earlier agreed to receive this notice electronically.
7. **Complain.** If you believe your privacy rights have been violated, you, or your legal representative, may file a complaint with us or with the U.S. Department of Health and Human Services. We will not retaliate against you for filing such a complaint. To file a complaint with either entity:

**Attn: Director, Student Health
Services
Minnesota State University,
Mankato
21 Carkoski Commons
Mankato, MN 56001
Phone: 507-389-6276 (V)
800-627-3529 (MRS/TTY)**

Office of Civil Rights
Medical Privacy, Complaint Division
US Department of Health and Human Services
200 Independence Ave. SW
Washington, DC 20201
1-866-627-7748