

Policy Title: Privacy of Health Information (HIPPA)

Impact: All Benefited Employees

Responsibility:

Effective Date: 3/31/2004

Revised Date:

Reviewed Date:

Relates to Procedure(s):

Legal Citation(s): 1996 Health Insurance Portability and Accountability Act

The North Idaho College Board of Trustees does hereby direct compliance with HIPAA and further direct that:

1. A Privacy Officer be appointed who will implement the features of HIPAA.
2. A contact person be appointed who will receive inquiries or complaints regarding the NIC policies, procedures or conduct.
3. The president and administration to develop a detailed Privacy Manual. The Privacy Manual will set forth rules, policies regulations and procedures for insuring compliance with HIPAA.
4. A copy of the Privacy Manual will be available on-line in the Administrative Procedures Manual, the Office of Human Resources and the Business Office.