

## CONFIDENTIALITY / HIPAA / FERPA POLICY

The Health Insurance Portability and Accountability Act (HIPAA) was enacted in 1996 to address the privacy and security of patients' medical records. Individuals should not have access to a patient's medical records unless the patient has given permission for that individual or agency to view them. This not only applies to physician offices but to athletic training and clinic facilities. Any record of injury, illness, treatment and/or rehabilitation should not be visible to other athletes/patients should not be shared with anyone, even a coach, another player, media, etc., unless the athlete/patient has given written permission. Students should ask about the HIPAA compliance forms that are used at the facility to which they are assigned.

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. To ensure compliance with all federal guidelines students will also receive training pertaining to FERPA guidelines.

It is the responsibility of all Alfred University Athletic Training Students to ensure that all patient information, personal, medical, or education related, remain confidential. Due to the varied number of staff personnel that may be involved with a student-athlete's / patient's case, it is essential that this policy be observed in order to maintain an atmosphere of mutual trust that must exist between the student-athlete / patient and representatives of the Alfred University Athletic Training Staff. Gossip, careless remarks, or idle chatter concerning patients, made inside or outside of the athletic training room, is inappropriate, unprofessional, and will not be tolerated. Faculty/Staff and AT students will review HIPAA and FERPA Training annually. This workshop is provided by a Power Point presentation on the Athletic Training Canvas page. The training session is mandatory. Documentation of attendance will be on file.

It is illegal for any certified athletic trainer and/or athletic training student to gain access to patient information, through any and all means, unless the information is needed in order to treat the patient, or because their job would require such access. The protection of patient information, records, and reports is the responsibility of all athletic training personnel involved.

This confidentiality policy also applies to any information learned by or revealed to any certified athletic trainer and/or athletic training student.

### STATEMENT OF CONFIDENTIALITY

I have read the *Alfred University Athletic Training Department Confidentiality Policy*. My signature below signifies that I understand and agree to the conditions concerning its content and adhere to the policy. I understand that a violation of this policy is grounds for dismissal from the Alfred University Athletic Training Department.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name