



Notice of Privacy Practices Policy

This notice describes how your medical information may be used and disclosed and how you can get access to your health information.

Please review carefully

Dillard University Student Health Services provide medical health care services. The staff and providers of the center must obtain information about you to provide these services. Dillard University Student Health Services understands that all information obtained regarding you and your health is private. We are required to protect this information by Federal and State Laws. We call this information “**protected health information**” (PHI). Personal and health information includes both medical information and individually identifiable information, which includes your name, address, telephone number, or Social Security number. We protect your information in all formats including electronic, written, and oral information.

This Notice of Privacy Practices tells you how Dillard University Student Health Services (DUSHS) may use or disclose information regarding you. Not all situations will be described in this notice, the Student Health Center may change its privacy practices and make that change effective for PHI maintained by Dillard University. The effective date of this Notice of Privacy Practices is July 19, 2022.

Dillard University Health Services may use and disclose information **without your authorization for the following purpose:**

- **Treatment:** Your health care information may be disclosed to other health care providers involved in your health care.
- **People you designate:** Your information may be released to individuals upon your request.
- **Payment:** Your information may be used or disclosed to get paid for services rendered through a second party.
- **Health Care Operations:** Your information may be used or disclosed to manage Student Health Services programs and activities.
- **Public Health Activities:** The Louisiana Department of Health and Hospitals is the public agency that keeps and updates vital records such as births, deaths, and tracking of some health care issues and diseases.
- **Health Oversight Activities:** Your information may be used or disclosed to agencies during audits, investigations, inspections, licensure, and other proceedings.



- **Required by Law for Law Enforcement:** DUSHS will use and disclose information when required by Federal or State law, by court order, or by the DU Office of Public Safety.
- **Abuse Reports and Investigation:** DUSHS is required by law to receive and investigate reports of abuse, neglect, or exploitation.
- **Government Programs:** Your information may be used or disclosed for public benefits under government programs.
- **University Officials:** Your information may be used or disclosed to administrative personnel for administrative intervention.
- **To avoid harm:** Your information may be used or disclosed to avoid a serious threat to the health, welfare, and safety of a person or the public.
- **Disaster Relief:** Your information may be used or disclosed to public or private disaster relief organizations assisting with an emergency.

Other rights regarding your health information

- You have the right to inspect your health information and obtain a copy of it.
- You have the right to revoke any authorization you may have given us to use or disclose your health information, except to the extent that the action has already been taken.
- You have the right to be told whom we have given your health information within five (5) years of your initial visit.
- You have the right to ask us to amend your health information in writing. If we do not agree to amend your record, we will notify you, in a written document.
- You have the right to request a restriction on certain uses and disclosures of your health information. DUSHS is not required to agree to the requested restriction.

Any of the above requests must be made in writing and submitted to Dillard University Health Services

If you have any questions and would like additional information, you may contact the Secretary of the United States Department of Health and Human Services at 200 Independence Avenue, S.W. Washington, D.C. 20201 or call Toll Free 1-877-696-6775. You will not be penalized in any way if you choose to file a complaint.