

PROCEDURE 2.15.2: HIPAA

Sandburg is required by law to maintain the privacy of your personal health information (PHI). All employee health information is secured. A limited number of Sandburg employees have access to employee health information to carry out treatment functions, certain operations relating to benefit plans, or situations permitted or required by law, for any purpose to which you have not objected, or for purposes for which we have obtained written permission.

Complaints about misuse should be submitted in writing to the Sandburg Human Resources officer or directly to the Secretary of Health and Human Services. You won't be retaliated in any way for filing a complaint.

Employees aren't required to waive their privacy rights as a condition of treatment, payment, enrollment in the college health plan or for eligibility of benefits. Persons violating the HIPAA Privacy Act will be held accountable with disciplinary actions taken according to Sandburg policy.

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