

SRFS Privacy Statement for SFSEASI and SAM

Access to student information, via the SFSEASI and SAM systems, are subject to University privacy and confidentiality regulations. Federal Health Privacy Laws require offices to understand and abide by certain points regarding privacy of student health information. Members of the university workforce with access to personal health information (PHI) must understand and to the extent applicable abide by the following rules:

1. HIPAA is a federal law that, among other things, focuses on protecting the privacy of personal health information. This law affords certain rights to individuals regarding their PHI and imposes obligations upon many institutions that maintain such PHI.
2. You may receive, use, and disclose PHI for purposes of treatment, payment, and healthcare operations. If you are using or disclosing PHI for purposes other than treatment, payment, or healthcare operations, please consult as necessary with the University Privacy Officer to determine whether and under what conditions such use or disclosure is permissible and if HIPAA accounting rules apply.
3. You must adopt reasonable measures to protect PHI from unauthorized access, use, or disclosure. In considering what is reasonable, you should consider the extent to which paper records are kept in locked files or rooms; whether destruction of paper records is effective (shredding is recommended); the extent to which electronic records are accessible to unauthorized individuals; and other factors that may influence risk of unauthorized access.
4. You should limit the amount of information you receive, use, and disclose to what is reasonably necessary for you to do your job. Take an extra few minutes to consider whether you can reduce the amount of health information involved.
5. If you have any questions, or believe that a violation of privacy has occurred, please contact:
Lauren Steinfeld
Chief Privacy Officer
Office of Audit and Compliance
University of Pennsylvania
3819 Chestnut Street, suite 214
Philadelphia, PA 19104
215-573-3348

Please complete the below section and forward the form to:

Angela Caporelli
200 Franklin Building
3451 Walnut Street
Philadelphia, PA 19104

Name _____ (Please Print)	Address _____
Organization _____	Mail Code _____
Title _____	Phone # _____
Logon ID P _ _ _ _ _	Email Address _____
Signature _____	Date _____