

# OUR COMMITMENT TO PRIVACY

The document "Our Commitment to Privacy" describes your rights as well as KUMC Student Health Services (SHS) and Counseling & Educational Support Services (CESS) responsibilities with respect to your health and personal information. This document describes how information about you may be used and disclosed.

## Purpose:

Student Health Services (SHS) and Counseling & Educational Support Services (CESS) provide health, educational, psychological, and psychiatric services confidentially in accordance with Kansas state law, the ethical codes of the American Medical Association, American Psychological Association and the American Psychiatric Association, and the Family Educational Rights and Privacy Act (FERPA).

SHS and CESS medical providers, professional staff, employees, and volunteers follow the commitment to privacy described in this Notice. Your medical information is maintained in records that will be handled in a confidential manner, as required by law. However, SHS and CESS representatives must use and disclose your medical information to the extent necessary to provide you with quality health care. To do this, your medical information must be shared with others as necessary for treatment, payment, and health care operations.

## What Are Treatment, Payment, and Health Care Operations?

Your health and personal information may be used and shared among various members of the staff at SHS and CESS on a need-to-know basis, in order to provide integrated services related to your physical, emotional, and educational well-being. For example, your treatment provider may share information about your condition with other treatment providers in order to make a diagnosis or to improve the quality of care, e.g., for review and training purposes. In addition, we also may use your information as required by your insurer to obtain payment for your treatment.

## What Are Other Ways Your Information May Be Used?

Information obtained during health, psychological counseling, or psychiatric services will not be disclosed to external department, agencies or individuals without your written permission. Your information will remain confidential after services end. Legally, however, we are required to disclose information to:

- Protect you or someone else from imminent danger. In cases where a professional staff member has reasons to believe that there is a probability that you are in imminent danger of harming yourself or others, that staff member must take appropriate action to prevent harm (e.g., contacting family, intended victim, appropriate others).
- Report any suspected abuse of children, the elderly, or the disabled.
- Other individuals, state or federal agencies when required by law (e.g., subpoena court order).
- As required by law.

Every effort to apprise the client of the intent to breach confidentiality will be made before any information is reported.

## Educational Learning Specialists

Learning specialists work collaboratively with you, your faculty, and administrators. To help you achieve the best outcomes, they may share information with your faculty or administrators about your participation, progress, and recommendations.

## Electronic Scheduling and Documentation System

You have a right to know that we use an electronic scheduling and clinical documentation database system that resides on a protected KUMC server. All data files are encrypted and passwords are routinely changed. KUMC Network Security and the database administrator have restricted access to the files so that only staff members may access your information.

## Questions?

If you have any questions regarding privacy and confidentiality practices of our department, please contact Larry Long, Jr., Ph.D., at [llong@kumc.edu](mailto:llong@kumc.edu) or 913-588-6587.

## \*\*Requirements Regarding This Notice:

The SHS and CESS medical providers, professional staff, employees, and volunteers will be governed by this Notice for as long as it is in effect.