

# Policy

Policy #3.11.01

Effective Date 3/31/04

<i>(Impact Area - Dept Name)</i> All Benefited Employees	<i>(General Subject Area)</i> Employee Benefits	<i>(Specific Subject Area)</i> Privacy of Health Information (HIPAA)
	<b>Author:</b> Lisa Hals Rolly Jurgens	<b>Supersedes Policy #</b> new
<b>Relates to Procedure #</b>	<b>Impact:</b> Employees	
<b>Legal Citation (if any):</b> 1996 Health Insurance Portability and Accountability Act		
<b><i>North Idaho College</i></b>		

Policy Narrative

[Page 1 of 1]

The North Idaho College Board of Trustees does hereby direct compliance with HIPAA and further direct that:

1. A Privacy Officer be appointed who will implement the features of HIPAA.
2. A contact person be appointed who will receive inquiries or complaints regarding the NIC policies, procedures or conduct.
3. The president and administration to develop a detailed Privacy Manual. The Privacy Manual will set forth rules, policies regulations and procedures for insuring compliance with HIPAA.
4. A copy of the Privacy Manual will be available on-line in the [Administrative Procedures Manual](#), the Office of Human Resources and the Business Office.