

Policy

Policy #3.11.01

Effective Date 3/31/04

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

Policy Narrative

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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.