

**3359-11-19      Policies and procedures for release, privacy and security of  
selected health information.**

(A) Definitions.

- (1) "HIPAA." "HIPAA" is the "Health Insurance Portability and Accountability Act of 1996" and the "Administrative Simplification" regulations found in



(D) Business associates.

- (1) Units within the covered health care component of the university may share protected health information with third parties, referred to as business associates, who provide the units within the covered component with services that use or involve health information. These units shall only share such information with business associates pursuant to a business associate agreement approved by the office of general counsel.

(E) University employees, students, and members of the workforce. University employees, students, and members of the workforce, as that term is defined by "HIPAA," in "HIPAA" covered components shall:

- (1) Limit uses and disclosures of all health information to the minimum necessary to complete the assigned task.
- (2) Upon discovery, report all incidents of misuse or improper disclosure of protected health information to the university privacy official.

(F) Retaliation.

- (1) The university shall not tolerate nor engage in retaliation against any employee, student, or member of the workforce, as that term is defined by "HIPAA," who reports an incident of misuse or improper disclosure of protected health information to the university privacy official or to the secretary of the department of health and human services.

(G) Discipline for violations of "HIPAA," rule 3359-11-19 of the Administrative Code, or unit standards and procedures.

- (1) All employees, students, or members of the workforce, as that term is defined by "HIPAA," who use or disclose protected health information contrary to unit standards and procedures, rule 3359-11-19 of the Administrative Code, or "HIPAA" shall be subject to discipline, which may include, but is not limited to, verbal and written warnings, suspension without pay, and termination.
- (2) Covered components shall document any sanctions imposed for violations of "HIPAA," rule 3359-11-19 of the Administrative Code, or unit standards and procedures, as required by "HIPAA." and provide all documentation relevant to such sanctions to human resources for inclusion in the employee's personnel record.

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Certification:

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Ted A. Mallo  
Secretary  
Board of Trustees

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