



Subject: Use of Protected Health Information (PHI) by Students/Faculty and Staff

Date Effective: July 2013

Date Reviewed:

Date Revised:

Purpose: To ensure all faculty, staff and students protect rights, dignity and privacy of all health care patients and clients.

Policy: The faculty, staff and students have the responsibility to protect the privacy of all patient/client. Privacy is maintained when discussing, documenting or presenting patient/client cases. PHI under the HIPAA guidelines is defined as any information that would identify an individual.

Procedure:

1. All Drexel students, faculty and staff involved with patient care and clinical research are required to successfully complete the Drexel HIPAA tutorial:
 - a. <http://webcampus.drexelmed.edu/hipaa>
2. Only access essential 'need to know' information to care for the assigned patient/client.
3. Removing patient/client files from clinic settings is prohibited.
4. Collecting, storing or sharing any identifiable patient/client information is prohibited unless stored on an electronic device that is encrypted by Drexel University approved special encryption software.
5. No student may have any information about patients, clients or research participants on any computer or other special encryption software unless the information is **completely de-identified, as defined by the HIPAA and HITECH Act**. This includes patient, client and participant data used for classes, clinical experiences, final projects, presentations, manuscripts, dissertations, etc.