

HEALTH INSURANCE PORTABILITY & ACCOUNTABILITY ACT OF 1996 (HIPAA)

This notice describes how medical information about students may be used and disclosed. Please review it carefully. If students have any questions, please contact our head athletic trainer, director of nursing, or chief student affairs officer at 800 West 14th, Chanute, Kansas 66720 or by phone at 620-431-2820.

The NCCC athletic department provides health care to our student-athletes in partnership with physicians and other professionals and organizations. The information privacy practices in this notice will be followed by all departments and all employed associates, staff or volunteer.

Medical record information and the relationship with medical staff are considered private. With proper written consent, the College will make every effort to give family medical updates as appropriate. The College creates a record of the care and services received to provide quality care and to comply with legal requirements. This notice applies to all of the records of care that we maintain, whether created by our Training staff or by the student's doctor. A personal doctor may have different policies or notices regarding the doctor's use and disclosure of medical information created in the doctor's office. The College is required by law to keep medical information about the student private, give this notice of our legal duties and privacy practices with respect to medical information about the student and follow the terms of the notice that is currently in effect.

The College may use and disclose medical information for treatment (such as sending medical information to a specialist as part as a referral); to obtain payment for treatment (such as sending billing information to an insurance company or Medicare); and to support the College's health care operations (such as comparing patient data to improve treatment methods). The College may disclose medical information and/or participation status to athletic coaches for health and safety. The College may disclose information to administrators and academic counselors to support academic progress. The College may release information to sports information staff and members of the media regarding participation status.

Regarding medical information, the student has the right to look at or get a copy of medical information that the College uses to make decisions about care. The student has the right to a personal representative to assist in reviewing medical information. If the student believes that information in the records is incorrect or

incomplete, the student has the right to request that the College amend the records. The student has the right to a list of those instances where the College has disclosed medical information about the student, other than for treatment, payment, health care operations or where the student specifically authorized a disclosure.

The College reserve the right to change the terms of this notice at any time. Changes will apply to medical information the College already holds, as well as new information we receive after the change occurs. If the College changes their notice, they will post the new notice in their athletic training facilities. The student can receive a copy of the current notice at any time. The student will also be asked to acknowledge in writing the receipt of this notice on our Student-Athlete Authorization/Consent for Disclosure of Protected Health Information.