



MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT
 2411 West 14th Street, Tempe, AZ 85281-6942

PATIENT PRIVACY GUIDELINES
for MCCCCD Health Care Integrated Educational System

The Maricopa County Community College District has cooperative agreements with over 500 agencies for the clinical training of its students enrolled in all health-care fields and programs.

To ensure that MCCCCD students, faculty, and staff involved in those programs understand the patient privacy requirements of those clinical sites and of applicable law, including the Health Insurance Portability and Accountability Act of 1996, MCCCCD offers this guidance for those persons to ensure compliance with those requirements. ***Note that the discussions, uses or disclosures discussed below encompass written, verbal, or electronic communications.***

DO'S	DON'T'S
<ul style="list-style-type: none"> • Do sign the MCCCCD Faculty/Staff/Student Confidentiality Agreement before any involvement in a clinical program. • Do attend MCCCCD training or in-classroom clinical instruction on requirements relating to patient privacy. • Do know and adhere to a clinical site's privacy policies and procedures before undertaking any activities at the site. • Do maintain at all times the confidentiality of any patient information, regardless of whether the identifiers listed in the "Don't's" section of these guidelines have been removed. • Do promptly report any violation of those procedures, applicable law, or MCCCCD's confidentiality agreement by you, an MCCCCD student, faculty or staff member to the appropriate MCCCCD clinical coordinator or program director. • Do understand that a violation of the clinical site's policies and procedures, of applicable law, or MCCCCD's confidentiality agreement will subject you to disciplinary action. 	<ul style="list-style-type: none"> • Don't discuss, use or disclose any patient information while in the clinical setting unless it is part of your clinical assignment. • Don't remove any record from the clinical site without the prior written authorization of that site. • Don't disclose any information about a patient during your clinical assignment to anyone other than the medical staff of the clinical site. • Don't use patient information in the context of a learning experience, classroom, case presentation, class assignment, or research without attempting to exclude as much of the following information as possible: <ul style="list-style-type: none"> – Names – Geographical subdivisions smaller than a state – Dates of birth, admission, discharge, death – Telephone and fax numbers – E-mail addresses – Social security numbers – Medical records or account numbers – Health plan beneficiary numbers – Certificate/license numbers – Vehicle or device numbers – Web locators/internet protocols – Biometric identifiers – Full face photos – Any other unique identifying number, characteristic, or code – All ages over 89