LUZERNE INTERMEDIATE UNIT #18

SECTION: OPERATIONS

TITLE: MANAGEMENT OF INDIVIDUALLY IDENTIFIABLE HEALTH INFORMATION

ADOPTED: NOVEMBER 18, 2015

	826. Management of Individually Identifiable Health Information
1. Purpose	The Luzerne Intermediate Unit (LIU) is part of the Northeast Pennsylvania School District Health Trust. It shall be the policy of the health trust to collect, retain, maintain, use and disclose the protected health information pursuant to appropriate information management policies and actions that meet applicable legal and regulatory requirements as set forth in the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the Standards adopted by the Department of Health and Human Services (HHS) pursuant thereto. The purpose of this policy is to identify and disseminate the framework and principles for information management that guide the actions and operations of the Plans in protecting, generating, and sharing protected information collected, maintained, used and disclosed by the Plans. Words and phrases used in this policy, unless otherwise defined, have the same meanings herein as in the Standards for Privacy of Individually Identifiable Health Information (the Privacy Standards or the Privacy Rule) found at 45 CFR Parts 160 and 164, as amended from time to time.
2. Delegation of Responsibility	The Executive Director or designee shall act as the Privacy Officer and Security Officer. The Privacy Officer is responsible for the coordination and implementation of this policy; the development from time to time of any appropriate amendments or additions to the policy and its procedures; cataloging protected health information or the Plans; receiving complaints; assist