

University Health Center
University of Nebraska Lincoln
Notice of Privacy Practices for Students
27.33a
Understanding Your Medical Record

We understand that medical information about you is personal and we are committed to protecting that information. The use of your medical information is protected according to State Law and ethical standards that govern medical providers. The disclosure of a student's medical information is further protected by the Family Educational Rights and Privacy Act (FERPA).

Each time you visit a provider at the University Health Center (the "UHC") a record of your visit is made. We refer to this as your medical record. During your visit personal information about you is collected and recorded. Typically, this record contains your demographic information (including your social security number), your symptoms, examination and test results, diagnoses, treatment, and a plan for future care or treatment. This information serves as a means of communication among the many authorized health professionals who enter or use the information. Your medical information is:

- a basis for planning your care and treatment.
- a legal document describing the care you received.
- a means by which you or a third party payer (insurance company) can verify that services billed were actually provided.
- a source of information for public health officials charged with improving the health of the nation, as required by law.
- a tool with which we can assess and continually work to improve the care we render and the outcomes we achieve.

Records Maintained by Nebraska Medicine

Nebraska Medicine, an independent healthcare provider, manages the UHC for the University of Nebraska-Lincoln (the "University") and furnishes all staff and clinical services. As part of contracting with Nebraska Medicine, the University will cease maintaining its current UHC student medical records system for new student services. On behalf of the University, Nebraska Medicine will create and maintain student medical records in Nebraska Medicine's electronic medical record system. Nebraska Medicine's electronic medical record system has state of the art features for clinical record keeping as well as robust safeguards and auditing capabilities.

Your Rights Regarding Your Medical Information

Even though your medical records will be maintained by Nebraska Medicine, they remain education records subject to FERPA and you retain the right to:

- Expect that your medical records will be kept secure and used only for permitted purposes.
- Inspect and review your medical record.
- Request a restriction on certain uses and disclosures of your medical record.
- Request an amendment to your medical record.
- Consent to uses and disclosures of your medical record that can only be made with your consent.
- Revoke your consent to use or disclose your medical record, except to the extent that action has already been taken in reliance upon your consent.

University Health Center Responsibilities

Nebraska Medicine on behalf of the UHC will:

- Maintain the privacy of your medical record.
- Use and disclose your medical record only as (i) permitted under FERPA or described in this Notice, or (ii) as consented to by you.
- Notify you if they are unable to agree to a requested restriction on use or disclosure of your medical record.
- Notify you if they do not agree to a requested amendment to your medical record.
- Accommodate reasonable requests you may have to communicate your medical information by alternative means or at alternative locations.

Uses and Disclosures of Health Information Without Your Consent

Nebraska Medicine may use and disclose your medical record without your consent as permitted in Department of Education regulations implementing FERPA at 34 C.F.R. §99.31. Examples of uses and disclosures not requiring your consent include:

- Disclosures to University officials when the University has determined they have a legitimate educational interest.
- Disclosures to certain federal or state officials, such as in connection with student aid.
- Disclosures to accrediting organizations.
- Disclosures to comply with a judicial order or lawfully issued subpoena or process.
- Disclosures in connection with a health safety emergency if knowledge of the information is believed to be necessary to protect the health or safety of you or other individuals.
- Disclosures of what the University has designated as directory information.
- Disclosures to contractors who perform functions on behalf of the University and have a need to access or use such information to perform their functions.

Uses and disclosures of your medical record not covered by this notice or the laws that apply to us will be made only with your consent. If you provide us with consent to use or disclose your medical record for particular uses, you may revoke that consent, in writing, at any time. If you revoke your consent, we will no longer use or disclose your medical information for those particular uses. However, you understand that we are unable to take back any uses or disclosures we have already made with your consent and that we are required to retain records of the care provided.

We reserve the right to change our practices and to make the new provisions effective for all protected health information we maintain, should our information practices change.

If you believe your privacy rights have been violated, you can file a complaint with the Patient Relations Department, 982133 Nebraska Medical Center, Omaha, NE 68198-2133, phone 800-647-6216 or 402-559-8158 Hours: 8:30 am – 5:00 pm CST or Family Policy Compliance Office U.S. Department of Education. There will be no retaliation for filing a complaint.

Consent to Use and Disclose in Accordance with HIPAA

Because Nebraska Medicine operates the UHC and maintains the medical records, the University and Nebraska Medicine will ask for your consent to permit Nebraska Medicine to use and disclosure your medical record in accordance with Nebraska Medicine's HIPAA policies governing privacy and security of personal health information, so that your medical record can be treated in the same way as the medical records of all other Nebraska Medicine patients. HIPAA refers to the privacy and security provisions of the Health Insurance Portability and Accountability Act of 1996. For more information on the strict protections afforded under HIPAA, see <https://www.healthit.gov/sites/default/files/pdf/privacy/privacy-and-security-guide.pdf> and Nebraska Medicine's Notice of Privacy Practices, which will govern use and disclosure of your medical record, if you consent. Nebraska Medicine's Notice of Privacy Practices is available in the UHC and on Nebraska Medicine's website. If you consent, Nebraska Medicine will safeguard your information and apply its HIPAA use and disclosure policies in the same manner that it does for all Nebraska Medicine patients. You may refuse to consent and still receive services in the UHC.

Note that if you do consent, your records remain education records. In addition to Nebraska Medicine administering the records in accordance with its HIPAA use and disclosure policies, University retains the right to certain information in the medical record as required under state or federal law for University reporting or administration purposes.