

**University of Central Missouri**  
**Department of Intercollegiate Athletics**  
**PRIVACY NOTICE**

---

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED BY THE DEPARTMENT OF INTERCOLLEGIATE ATHLETICS (ATHLETICS) AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

**I. Uses and Disclosures for Treatment, Payment, and Health Care Operations**

Athletics may use or disclose your *protected health information (PHI)*, for *treatment, payment, and health care operations* purposes with your consent. To help clarify these terms, here are some definitions:

- “*PHI*” refers to information in your health record that could identify you. All medical records and other individually identifiable health information used or disclosed by a health care provider in the course of treatment, payment or normal operations is protected health information. This applies to electronic or written records, as well as oral communication.
- “*Treatment, Payment, and Health Care Operations*”
  - *Treatment* is when we provide, coordinate or manage your health care and other services related to your health care.
  - *Payment* is when we obtain reimbursement for your healthcare. Examples of payment are when we disclose your PHI to your health insurer to obtain reimbursement for your health care or to determine eligibility or coverage. **Charges posted to your university account do not contain protected health information.**
  - *Health Care Operations* are activities that relate to the performance and operation of Athletics. Examples of health care operations are quality assessment and improvement activities, business-related matters such as audits and administrative services, and case management and care coordination.
- “*Use*” applies only to activities within Athletics, such as sharing, employing, applying, utilizing, examining, and analyzing information that identifies you.
- “*Disclosure*” applies to activities outside of Athletics, such as releasing, transferring, or providing access to information about you to other parties. In general, disclosures of information will be limited to the minimum necessary for the purpose of the disclosure. However, this provision does not apply to the disclosure of medical records for treatment purposes because physicians, specialists, and other providers may need access to the full record to provide quality care.
- **With few exceptions, protected health information cannot be released to any member of your family, nor can it be released to university administration, faculty or staff outside of Athletics without your explicit consent.** See Section III for those instances in which neither your consent nor authorization is required to release information.
- **If you request that Athletics mail, fax or otherwise send specific protected health information to another health care provider, you will be asked to sign a release of information consent form, which will be maintained in your health record.**

## **II. Uses and Disclosures Requiring Permission**

Athletics may use or disclose PHI for purposes outside of treatment, payment, or health care operations when your permission is obtained for a specific disclosures. In those instances when we are asked for information for purposes outside of treatment, payment or health care operations, Athletics will obtain written permission from you before releasing this information.

You may revoke all such authorizations of PHI at any time, provided each revocation is in writing. You may not revoke an authorization to the extent that (1) Athletics has relied on that authorization; or (2) if the authorization was obtained as a condition of obtaining insurance coverage, law provides the insurer the right to contest the claim under the policy.

## **III. Uses and Disclosures with Neither Consent nor Permission**

Athletics may use or disclose PHI without your consent or permission in the following circumstances. Athletics will use or disclose the minimum information necessary to serve these purposes and only when it is essential to do so.

- *Health Oversight Activities* – The Missouri Attorney General’s Office may subpoena records from Athletics relevant to disciplinary proceedings and investigations.
- *Judicial and Administrative Proceedings* – If you are involved in a court proceeding and a request is made for information about your diagnosis or treatment and the records thereof, such information is privileged under state law, and Athletics will not release information without written authorization from you, or in response to a court order. The privilege does not apply when you are being evaluated by a third party or where the evaluation is court-ordered. We will inform you in advance if this is the case.
- *Serious Threat to Health or Safety* – When we judge that disclosure is necessary to protect against a clear and substantial risk of imminent serious harm being inflicted by you on yourself or another person, Athletics must disclose your relevant confidential information to the appropriate professional workers, public authorities, the potential victim, his or her family, or your family.
- *Claims* – If you are an employee and you file a worker’s compensation claim, Athletics must permit your record to be copied by the Missouri Labor and Industrial Commission or the Division of Worker’s Compensation of the Missouri Department of Labor and Industrial Relations, your employer, you and any other party to the proceedings. If you assert a claim against UCM it may be necessary to share PHI with legal counsel.
- *In complying with public health policy* – All health care providers are required to comply with federal, state and local public health reporting requirements. These include, but are not limited to, reporting some communicable sexually transmitted diseases, including HIV infection. Public health authorities, in turn, have the responsibility of protecting your private health information from unlawful exposure.
- *In complying with local, state, and federal regulatory requirements* – Examples include inspectors from the Department of Health, Missouri Board of Pharmacy, the Drug Enforcement Agency, the Federal Aviation Administration, and others.

#### **IV. Your Rights and Our Duties**

##### Your Rights:

- *Right to Request Restrictions* – You have the right to request restrictions on certain uses and disclosures of protected health information. However, Athletics is not required to agree to a restriction you request.
- *Right to Receive Confidential Communications by Alternative Means and at Alternative Locations* – You have the right to request and receive PHI in a setting that provides more privacy.
- *Right to Inspect and Copy* – You have the right to inspect or obtain a copy (or both) of PHI in Athletics' health and billing records used to make decisions about you for as long as the PHI is maintained in the record. Athletics may ask you to pay for the cost of copying and mailing your record. Athletics may deny your access to PHI under certain circumstances, but you may have this decision reviewed. On your request, the Associate Director of Intercollegiate Athletics will discuss with you the details of the review process.
- *Right to Amend* – You have the right to request an amendment of PHI for as long as the PHI is maintained in the record. Athletics may deny your request. On your request, the Associate Director of Intercollegiate Athletics will discuss with you the details of the amendment process.
- *Right to an Accounting* – You generally have the right to receive an accounting of disclosures of PHI. On your request, the Associate Director of Intercollegiate Athletics will discuss with you the details of the accounting process.
- *Right to a Paper Copy of this Notice* – You have the right to obtain a paper copy (or an electronic copy, if you prefer) of the Privacy Notice from Athletics upon request. Ask any member of the administrative staff for assistance.

##### Our Duties:

- Athletics is required by law to maintain the privacy of PHI and to provide you with a notice of our legal duties and privacy practices with respect to PHI.
- Athletics reserves the right to change the privacy policies and practices described in this notice. Unless Athletics notifies you of such changes, however, Athletics is required to abide by the terms currently in effect.
- If Athletics revises our policies and procedures, the revised version will be made available to you.

#### **V. Complaints**

If you are concerned that Athletics has violated your privacy rights, or you disagree with a decision Athletics made about access to your records, you may contact Kathy Anderson, Associate Director of Intercollegiate Athletics, at (660) 543-4310.

You may also send a written complaint to the Secretary of the U.S. Department of Health and Human Services. The person listed above can provide you with the appropriate address upon request.

#### **VI. Effective Date, Restrictions and Changes to Privacy Policy**

This notice became effective on April 14<sup>th</sup>, 2003.

Athletics reserves the right to change the terms of this notice and to make the new notice provisions effective for all PHI that we maintain. The revised version will be made available to you upon request or at the beginning of the next academic year.