



**MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT**  
 2411 West 14<sup>th</sup> Street, Tempe, AZ 85281-6942

**HIPAA GUIDELINES for PATIENT PRIVACY**  
*for MCCCCD Allied Health and Nursing Programs*

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"> <li>• Do sign the MCCCCD Faculty/Staff/Student Confidentiality Agreement before any involvement in a clinical program.</li> <li>• Do complete MCCCCD training or in-classroom clinical instruction on requirements relating to patient privacy.</li> <li>• Do know and adhere to a clinical site's privacy and data security policies and procedures before undertaking any activities at the site.</li> <li>• Do maintain at all times the confidentiality of any patient information.</li> <li>• 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.</li> <li>• 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.</li> </ul>	<ul style="list-style-type: none"> <li>• Don't discuss, use or disclose any patient information while in the clinical setting unless it is part of your clinical assignment.</li> <li>• Don't remove any original health record from the clinical site.</li> <li>• Don't remove any copy, in part or total, of a health record without the prior written authorization of the clinical agency.</li> <li>• Don't disclose any information about a patient during your clinical assignment to anyone other than the site's designated health care professionals.</li> <li>• Don't use patient information in the context of a learning experience, classroom, case presentation, class assignment, or research without excluding as much of the following information as possible:             <ul style="list-style-type: none"> <li>– Names of the patient or the patient's relatives, employers, or household members</li> <li>– Geographical subdivisions smaller than a state</li> <li>– Dates of birth, admission, discharge, death</li> <li>– Telephone and fax numbers</li> <li>– E-mail addresses</li> <li>– Social security numbers</li> <li>– Medical records or account numbers</li> <li>– Health plan beneficiary numbers</li> <li>– Certificate/license numbers</li> <li>– Vehicle or device numbers</li> <li>– Web locators/internet protocols</li> <li>– Biometric identifiers</li> <li>– Full face photos</li> <li>– Any other unique identifying number, characteristic, or code</li> <li>– All ages over 89</li> </ul> </li> </ul>