

## HIPAA

Palmer College of Chiropractic (College) is committed to identifying and evaluating the likelihood and consequences of threats to the security of Protected Health Information (PHI) and implementing reasonable and appropriate measures to safeguard the confidentiality, availability, and integrity of that information.

The College will safeguard information in a manner consistent with applicable law, including the Health Insurance Portability and Accountability Act (HIPAA). As such, Palmer will adopt and implement HIPAA security procedures. All employees and students are responsible to know and comply with this HIPAA policy (Policy) and any associated HIPAA security procedures specified by the College.

### SCOPE

This Policy applies to the entire College community, which is defined as including the Davenport campus (Palmer College Foundation, d/b/a Palmer College of Chiropractic), West campus (Palmer College of Chiropractic West) and Florida campus (Palmer College Foundation, Inc., d/b/a Palmer College of Chiropractic Florida) and any other person(s), groups, or organizations affiliated with any Palmer campus.

### DEFINITIONS

For the purposes of this Policy, the following terms shall have the meanings specified below:

- > The term “**College**” refers to Palmer College of Chiropractic, including operations on the Davenport campus; West campus; and Florida campus.

### ADMINISTRATIVE RULES

Complete information regarding HIPAA procedures and protocols may be accessed online.

### STANDARD INSTITUTIONAL POLICY PROVISIONS

Institutional policies are supplemented by provisions that are applicable to all institutional policies. It is the responsibility of all employees and students to know and comply with these standards.

- > [Standard Provisions Applicable to All Institutional Policies](#)

# Additional Information

## ASSOCIATED POLICIES, PROCESSES AND/OR PROCEDURES

This Policy is supplemented below. It is the responsibility of all employees and students to know and comply with policies and procedures as supplemented.

### POLICIES

- > [Confidential Information](#)

### PROCESSES AND/OR PROCEDURES

- > [HIPAA Procedures and Protocols](#)
- > [Encryption and File Security](#)

### FORMS/INSTRUCTIONS

- > N/A

### OTHER RELATED INFORMATION

- > [HIPAA Tutorial](#)

### CONTACTS

#### *Security Officers*

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## HISTORY

Last Revised: ..... March 14, 2010

Revised: ..... February 2, 2010

Adopted: ..... N/A

Last Administrative Review: ..... November 4, 2009

Responsible Officer: ..... Dan Weinert, M.S., D.C., Ph.D.

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