HIPAA Policy

WPI may only use or disclose Protected Health Information, as defined in the Health Insurance Portability and Accountability Act of 1996 (HIPAA), for the purpose of making or obtaining payments for care, conducting its health care operations, or as otherwise allowed by HIPAA. Protected Health Information (“PHI”) is considered individually identifiable health information that is transmitted or maintained by WPI in any form. WPI will only use or disclose PHI in a manner that complies with HIPAA. All responses to requests for PHI will be limited to the minimum amount of information needed to accomplish the purpose of the request or disclosure. An individual may authorize use, request restrictions, inspect his or her records, and amend and request an accounting of disclosures of his/her PHI.

The HIPAA Contact Person will receive all requests, inquiries, questions, and complaints with regard to the use and disclosure of PHI and any questions under this Policy, the Procedures, or the Notice of HIPAA Privacy Practices. If an individual believes that it would be inappropriate to contact the Contact Person, the individual should immediately contact the HIPAA Privacy Officer. The Privacy Officer will assist in the interpretation of all laws and regulations related to this Policy, the procedures and practices, and will guide the Contact Person and WPI in their implementation.

Violations of this Policy may result in disciplinary action up to and including termination.

For a full description of WPI’s Health Plan Notice of Privacy Practices, effective September 23, 2013, see the HR website.

The HIPAA Authorization to Use or Disclose Protected Health Information may be found at www.wpi.edu/offices/hr/forms.html.

HIPAA CONTACT PERSON:

Benefits Administrator
WPI
100 Institute Road
Worcester, MA 01609
Phone: (508) 831-5470
Fax: (508) 831-5715

HIPAA PRIVACY OFFICER:

Vice President for Human Resources
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100 Institute Road
Worcester, MA 01609
Phone: (508) 831-5473
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