

Notice of Privacy Practices

The University of Texas *HealthPoint* Occupational Health Program (OHP) respects your right to privacy. OHP has a professional responsibility to safeguard medical confidentiality; therefore, you are protected from unauthorized or indiscriminate release of personal health information obtained by an Occupational Health Nurse employed by the University of Texas. However, OHP must use and disclose your medical information to the extent necessary to provide you with quality health care. To do this, OHP must share your medical information as necessary for treatment, payment, and health care operations. Personal health information will not be disclosed to members of Management, Human Resources, Employee Assistance Program (EAP), or members of your family, including domestic and/or same sex partner, without your written consent. The Occupational Health Nurse will only provide the minimum necessary information for the purpose of evaluating requests for workplace accommodations and/or work status determinations (in accordance with the ADA/Americans with Disabilities Act and/or FMLA/Family and Medical Leave Act); the management of Workers' Compensation program (in accordance with state statute); or information released to another health care provider for the purpose of providing emergency treatment and care.

Exceptions to confidentiality may occur in instances where state and federal laws require release of health information. Examples include, but are not limited to:

- Information involving threat or actual harm to yourself or other person(s).
- Information released to health authorities to report certain communicable/infectious diseases, as required by federal and/or state law.
- Information released to local law enforcement regarding potential abuse of a child or adult as determined by state or federal law.
- Information released under request of court order (subpoena) or for the purposes of determining compliance with government regulations (Department of Labor, etc.).
- Express authorization for disclosure/release of medical records by the employee.
- Initiation of legal or administrative action against the University, when such legal or administrative action puts the employee's medical condition at issue.
- When the information is not health related and its disclosure is required to or necessary for compliance with applicable law or University policy (e.g., allegations of sexual harassment, Code of Ethics violations, among others).

You have the right to access your employee medical and exposure records. Exposure records may include noise level surveys, air sampling results, physical examinations as part of an occupational health surveillance program, etc. If you believe that the medical information we have about you is incorrect or incomplete, you may request an amendment. OHP is not required to accept the amendment. OHP will maintain your employee medical and exposure records in an appropriate secured location under the supervision of OHP. The University retains the employee medical record for the duration of employment plus thirty (30) years.

You may request access to your employee medical and exposure records by completing a release of medical records form available from OHP. Your records will be made available to you at no charge and within 15 days from the date of your request.

If you believe your privacy rights have been violated, you may file a written complaint with the Associate Vice President for Human Resources at the University of Texas at Austin. OHP will not retaliate against you in any way if you file a complaint. **You have a right to a copy of this notice. Please let the office manager know if you would like a copy.**