

**LOUISIANA STATE UNIVERSITY
HEALTH CARE SERVICES DIVISION
BATON ROUGE, LA**

POLICY NUMBER: 7500-25

CATEGORY: HIPAA Policies

CONTENT: General Guidelines, HIPAA Policy, and Procedure

APPLICABILITY: This policy is applicable to Health Care Services Division Administration (HCSDA) and Lallie Kemp Medical Center (LKMC) to include employees, physician/practitioner practices, vendors, agencies, business associates and affiliates.

EFFECTIVE DATE:

Issued:	April 14, 2003
Revised:	December 7, 2007
Reviewed:	January 26, 2009
Reviewed:	July 8, 2010
Reviewed:	March 23, 2012
Reviewed:	July 23, 2013
Reviewed:	May 8, 2014
Reviewed:	February 12, 2015
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Reviewed:	July 26, 2022
Reviewed:	August 7, 2023
Reviewed:	October 19, 2023
Reviewed:	November 12, 2024
Reviewed:	July 14, 2025

INQUIRIES TO:

HCSD
Compliance Section
P.O. Box 91308
Baton Rouge, LA 70821

Note: Approval signatures/titles are on the last page

**LSU HEALTH CARE SERVICES DIVISION
HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT
(HIPAA)**

I. STATEMENT OF POLICY

It shall be the policy of the Louisiana State University Health Care Services Division (HCSD) to comply with any and all provisions outlined within The Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule, the HIPAA Security Rule, the HIPAA Breach Notification Rule, the HIPAA Omnibus Rule, and the Health Information Technology Economic and Clinical Health Act (HITECH), as it pertains to HIPAA, as well as any related, subsequent HIPAA legislation.

The HIPAA legislation as outlined in this policy and subsequent policies within this section has four primary objectives:

1. Assure health insurance portability by eliminating job-lock due to pre-existing medical conditions;
2. Reduce healthcare fraud and abuse;
3. Enforce standards for health information; and
4. Guarantee security and privacy of health information.

HIPAA mandates the HCSD, its medical center and other business lines develop high-level information security and privacy standards and simplify billing procedures. These standards which have become regulations and subsequently formulated as HCSD policy have been published in the HIPAA policies.

Policies and attached forms are in their final form and shall not be revised, reformatted, amended or deleted, except for insertion of appropriate information where indicated and requested. All subsequent revisions, amendments, deletions or changes to the system, hospital policies shall only be approved and implemented by the HCSD Chief Executive Officer (CEO) or Designee.

Note: Any reference herein to Health Care Services Division also applies and pertains to Lallie Kemp Medical Center.

II. IMPLEMENTATION

This policy and subsequent revisions shall become effective upon approval and signature of the HCSD CEO or Designee.

III. RESPONSIBILITIES

- A. The HCSD Chief Executive Officer or Designee and the LKMC Hospital Administrator shall be responsible for ensuring implementation of and compliance with this policy and subsequent policies within this section throughout the HCSD and LKMC.
- B. Division Directors, Section Chiefs or other direct line Supervisors of any organizational work unit shall be responsible for administration and adherence to this policy and subsequent policies within this section for all employees under their supervision.
- C. The Facility Privacy Officers shall be responsible for formation and update of policy; for facilitating implementation of policy, monitoring, reviewing and for advising directors' managers, supervisors, and employees regarding the application of and adherence to this policy and subsequent policies within this section.

Note: Willful violations of this policy may subject applicable agency heads as defined above to disciplinary action administered by the agency head and separate civil and criminal actions administered by state and federal regulatory agencies.

Any person who is aggrieved by conduct that violates this policy MUST report the activity (ies), incident(s) to the HCSD Compliance Hotline or to the Compliance Liaison/Privacy Officer of the respective facility. HCSD will hear and resolve all complaints through an internal complaint and investigative process, in a timely, fair, impartial and effective manner.

Confidentiality as to all parties will be respected to the greatest extent possible.

IV. INQUIRY

Employees having questions concerning HIPAA or HCSD's policy (ies) on HIPAA should contact their facility's Privacy/Compliance Officer. Questions may also be directed by mail to the HCSD Central Office at P.O. Box 91308, Baton Rouge, Louisiana 70821-1308 or by calling the HCSD compliance hotline.

V. EXCEPTION

The HCSD CEO or designee may waive, suspend, change or otherwise deviate from any provision of this policy he or she deems necessary to meet the needs of the agency as long as it does not violate the intent of this policy, state and/or federal laws, Civil Service Rules and Regulations, LSU Policies/Memoranda, or any other governing body's regulations.

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