



GroupHealth

Memorandum

DATE: August 17, 2007
TO: Nursing Faculty
FROM: Roger Walker
RE: Confidentiality and Security

The Health Insurance Portability and Accountability Act (HIPAA) requirements necessitate paperwork around the clinical placement of students.

Central to the process we have adopted is an understanding that confidentiality and security (and HIPAA) is a part of your curriculum. The students will have to verify they have had HIPAA training when they complete their Student Checklist for HIPAA. However, you will only have to submit evidence of that training upon request; you must, however, keep evidence of such training on file for ten years.

We will need the following items from each student scheduled for clinical placement at a Group Health facility:

- Signed copy of **Student Checklist for HIPAA**
- Signed copy of **Confidentiality and Security Agreement**

We will also need the following for each faculty member supervising students at GHC facilities:

- Signed copy of **Faculty Checklist for HIPAA**
- Signed copy of **Confidentiality and Security Agreement**

A roster of students to be placed at GHC facilities must also be sent to us one week before the students arrive on site. The roster should include student names, GHC facilities to which they will be assigned, and the dates they will be at GHC facilities. You can send the roster electronically to walker.roger@ghc.org or mail it to the address below.

Copies of the required GHC forms are included in this mailing; make as many copies as needed. You can also visit www.ghc.org/hosting/nursingplacement/ghc-nsg-stplcmt.html and find the latest versions online. Please ensure that all necessary paperwork reaches us one week before students begin their clinical experience.

Also included in this mailing are HIPAA Privacy Tips and a Confidentiality and Security Fact Sheet. Please call Roger Walker (206-448-6431) if you have questions on this process.

Mail all paperwork to: Group Health Cooperative
Nursing Operations
320 Westlake Avenue North – Suite 100
Seattle, WA 98109

Please Note: Even though you are submitting confidentiality paperwork to Nursing Operations, you are still required to contact the clinic/unit managers before you send students for their clinical placements. This is to remind the managers that the students will be arriving and to work out any last-minute details. Your contacts at the clinics are listed on a memo that accompanied your report of GHC placements for the upcoming school year. If you have any questions about your clinic contacts, please call Roger Walker at 206-448-6431.