

Notice of Privacy Practices
San Juan College
Health and Human Performance Center
Effective Date: July 1, 2007

The purpose of this document is to describe what health information about you is being maintained and secured, how the information is used, and what your rights are regarding this information.

The Health Insurance Portability and Accountability Act (HIPAA) applies to any institution which maintains records that contain personal health information. Policies and notices vary between providers and facilities regarding the use and disclosure of your information. We are required by law to maintain the privacy of your health information and provide you a description of our privacy practices. If you have any questions about this notice you may contact the Health and Human Performance Center at 566-3110.

What Information is Maintained: Specifically, San Juan College's Health and Human Performance Center requests information about your diagnoses and medications.

Uses and Disclosures: This information may be used to assist in providing you urgent medical care (treatment) and to determine appropriate fitness activities. This information is required by New Mexico state law. No further disclosure or uses are allowed without your specific written permission.

Your Rights: You have the right to know the HHPC's privacy policies, to inspect and copy your information, amend your information, to obtain an accounting of disclosures (if any) and to request restrictions. Not all requests may be honored; you will be provided a written explanation within 5 business days of your request. All requests to exercise these rights must be made in writing.

Revision to This Notice: We reserve the right to change this notice. Information we already have or may obtain in the future will be covered in any future revisions. You may obtain a current copy of this notice at any time.

Complaints: A written complaint may be filed at the Health and Human Performance Center. You also have the right to file a complaint with the Secretary of the Department of Health and Human Services for the state of New Mexico.