

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

**POLICY NUMBER:** 7500-23

**CATEGORY:** HIPAA Policies

**CONTENT:** General Guidelines, HIPAA Policy, and Procedure

**APPLICABILITY:** This policy is applicable to all workforce members of the LSU Health Care Services Division (LSU HCSD) facilities, including employees, physician/practitioner practices, vendors, agencies, business associates and affiliates. Any reference herein to LSU HCSD also applies and pertains to Lallie Kemp Medical Center.

**EFFECTIVE DATE:** April 14, 2003

**REVIEW/REVISED:** December 7, 2007  
December 7, 2007  
January 26, 2009  
July 8, 2010  
March 23, 2012  
July 23, 2013  
May 8, 2014  
February 12, 2015  
February 23, 2016  
August 25, 2017  
January 8, 2020  
July 26, 2022  
August 7, 2023  
October 19, 2023

**INQUIRIES TO:** **LSU HCSD**  
**Compliance Section**  
**P.O. Box 91308**  
**Baton Rouge, LA 70821**

**Note: Approval signatures/titles are on the last page**

**LOUISIANA STATE UNIVERSITY  
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 (LSU 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 LSU 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 LSU 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 LSU HCSD Chief Operations Officer or Designee.

**Note:** Any reference herein to LSU HCSD 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 LSU HCSD Chief Executive Officer (CEO) or Designee.

### **III. RESPONSIBILITIES**

- A. The LSU HCSD Chief Operations 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 LSU 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 LSU HCSD Compliance Hotline or to the Compliance Liaison/Privacy Officer of the respective facility. LSU 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 LSU HCSD's policy (ies) on HIPAA should contact their facility's Privacy/Compliance Officer. Questions may also be directed by mail to the LSU HCSD Central Office at P.O. Box 91308, Baton Rouge, Louisiana 70821-1308 or by calling the HCSD compliance hotline.

### **V. EXCEPTION**

The LSU 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.

Document Metadata

Document Name: 7500-23 General Guidelines HIPAA Policy and Procedure.doc  
Policy Number: 7500  
Original Location: /LSU Health/HCSO/7500 - HIPAA  
Created on: 04/14/2003  
Published on: 11/03/2023  
Last Review on: 11/02/2023  
Next Review on: 11/02/2024  
Effective on: 07/30/2019  
Creator: Townsend, Kathy  
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Committee / Policy Team: Main Policy Team  
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11/03/2023

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11/03/2023

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11/03/2023