

WISCONSIN INDIANHEAD TECHNICAL COLLEGE
DENTAL ASSISTANT
STUDENT HANDBOOK

Confidentiality/HIPAA

In compliance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA), it is the policy of the Dental Assistant Program at WITC to provide procedures for best practices for students to utilize. These procedures are to protect the privacy of consumers in compliance with federal and state laws governing the use and disclosure of Protected Health Information (PHI).

CONFIDENTIALITY GUIDELINES:

- Client information obtained during DA courses, learning experiences, or guest lectures is intended for educational purposes only. This information is to be discussed only during DA class time.
- Only a client's first name or initials should be used in class discussions or in class writing assignments.
- Conversations where PHI is discussed shall occur only in DA classrooms.
- If the student is given a copy of PHI material, the student shall ensure that name, age, birthdate, address is not located on the copied material.
- If a classmate shares confidential information outside of these guidelines, notify the instructor.
- Further actions may be taken. See the Student Code of Conduct and Academic Dishonesty policy.

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

- Federal law mandates the clinical agencies with which the Dental Assistant (DA) program collaborates to be in compliance with HIPAA regulations. In most clinical agencies, first-time violators are typically not given a "second chance" and are immediately dismissed from their employment. DA students providing client care are subject to the clinical agency's processes to address HIPAA violators.
- Violations of HIPAA regulations also constitute unsatisfactory clinical performance assessments related to professionalism and will result in failure of the clinical course in which the infraction occurred.
- Students must be adequately educated on HIPAA regulations and consequences of HIPAA violations.