

Student/ Faculty/Resident/Fellows Compliance with HIPAA and Patient Privacy

Students/ Faculty/Residents/Fellows may access Patient Information. You are only allowed to access patient information required to perform the duties assigned to you by your Essentia Health preceptor.

Students/ Faculty/Residents/Fellows compliance with Patient Information:

- While at Essentia Health for your learning experience, you may disclose/share patient information with Essentia Health employees and onsite faculty who have a need to know in order to perform their required job duties.
- **You may not remove any patient identifiable information from the Essentia Health premises. This includes any printed patient/case information.**
- If you are required by your educational institution to produce examples of your documentation, case logs, or need any other information from a patient's medical record, you must follow Essentia Health policy EHA3034 by submitting and receiving approval of the "De-Identified Data for Non-Research Request Form" prior to submitting the information to your educational institution. **This form needs to be completed for each semester at Essentia Health.** This form was included in the email of the annual onboarding information update. Send the completed form to Compliance@EssentiaHealth.org or call them at 218-786-1172. Please allow up to 3 business days for a response.
- Student/ Faculty/Resident/Fellows may use de-identified information on their own once they have received approval from the compliance office.
- If you believe or suspect that Essentia Health patient information has been inappropriately accessed or disclosed/shared, you are obligated to report it to the Essentia Health Organizational Integrity & Compliance Department by calling 218-786-1172.
- Your access and disclosure/sharing of Essentia Health patient information may be audited at any time.