
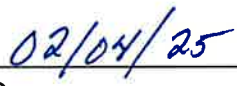




# National University of Health Sciences General Policies

Title: <b>HIPAA Live Research Clinical Studies PHI</b>		Page 1 of 2
Date Adopted: <b>02/01/18</b>	Date(s) Revised: 02/04/2025 Date(s) Reviewed: 09/29/2020	
 _____ President	 _____ Date	

## **POLICY STATEMENT**

The following policy addresses PHI or Sensitive Information created during live research clinical studies.

## **SCOPE**

All personnel.

## **DEFINITIONS**

**Personnel:** Includes, but is not limited to, all employees, medical and clinical staff, business associates, allied health professional staff or students, vendors, volunteers, excluding patients and visitors.

**PHI:** Individually identifiable health information, including patient demographics, that is created or received by a provider and identifies the person and relates to his or her past, present, or future physical or mental health, treatment, and/or payment, except for information relating to persons who have been deceased for more than fifty (50) years.

**Sensitive Information:** Data that is proprietary to NUHS and is not intended to be disclosed to the general public.

## **PROCEDURE**

Clinical studies represent important scientific work and present learning opportunities for residents, interns and students. Clinical studies conducted in the Clinical Studies Offices (Rooms 409A and 409B) may use computers connected to the NUHS network during active studies. In addition, some studies use laptops provided by the NUHS MIS Department. These computers are password protected and stored in a locked office in the Clinic Building (i.e., Clinical Coordinator's office or Clinical Studies Offices) when not being actively used by study personnel. After the study is completed, the laptops are given back to the NUHS MIS Department where the hard drives are erased or

reformatted or destroyed.

- Following use of the PHI during live studies, the material is deleted from the computer and stored as required under HIPAA on network resources or in paper format. If stored in paper format, the policies applicable to secure storage of paper records shall apply.

### **POLICY RESPONSIBILITY**

HIPAA Security Officer

### **REVISION**

NUHS reserves the right to unilaterally revise, modify, review or alter the terms and conditions of the policy within the constraints of law, with or without reasonable notice.