DATE: April 4, 2017

TO: Nursing Faculty

FROM: Leigh Almond

RE: Confidentiality and Security

The Health Insurance Portability and Accountability Act (HIPAA) requirements necessitate paperwork around the clinical placement of students.

Central to the process we have adopted is an understanding that confidentiality and security (and HIPAA) is a part of your curriculum. The students will have to verify they have had HIPAA training when they complete their Student Checklist for HIPAA. However, you will only have to submit evidence of that training upon request; you must, however, keep evidence of such training on file for ten years.

We will need the following items from each student scheduled for clinical placement at a Kaiser Permanente (KP) facility:

- Signed copy of **Student Checklist for HIPAA**
- Signed copy of **Confidentiality and Security Agreement**

We will also need the following for each faculty member supervising students on-site at Kaiser Permanente (KP) facilities:

- Signed copy of **Faculty Checklist for HIPAA**
- Signed copy of **Confidentiality and Security Agreement**

A roster of students to be placed at KP facilities must also be sent to us one week before the students arrive on site. The roster should include student names, KP facilities to which they have been assigned, and the dates they will be at KP facilities. You can send the roster electronically to almond.l@ghc.org or mail it to the address below.

Copies of the required KP forms are available online; make as many copies as needed. Visit [www.ghc.org/hosting/nursingplacement/ghc-nsg-stplcmnt.html](http://www.ghc.org/hosting/nursingplacement/ghc-nsg-stplcmnt.html) to find the latest versions. Please ensure that all necessary paperwork reaches us one week before students begin their clinical experience.

Also included online are HIPAA Privacy Tips and a Confidentiality and Security Fact Sheet. Please call Leigh Almond (206-448-5994) if you have questions on this process.

Mail all paperwork to: Kaiser Permanente
Nursing Professional Practice & Development-GHQ E2N
320 Westlake Avenue North – Suite 100
Seattle, WA 98109

**Please Note:** Even though you are submitting confidentiality paperwork to Nursing Professional Practice & Development, you are still required to contact the clinic/unit managers before you send students for their clinical placements. This is to remind the managers that the students will be arriving and to work out any last-minute details. Your contacts at the clinics are listed on a memo that accompanied your report of KP placements for the upcoming academic year. If you have any questions about your clinic contacts, please call Leigh Almond at 206-448-5994.