



NOTICE OF PRIVACY PRACTICES

IDAHO STATE UNIVERSITY COVERED ENTITY HEALTH CARE CLINICS AND PHARMACIES

This notice describes how medical information about you may be used and disclosed and how you can get access to this information. Please review it carefully.

Effective Date: This notice is effective February 15, 2026 and will remain in effect until updated or replaced as required by law.

YOUR RIGHTS

When it comes to your health information, you have certain rights. This section explains your rights and some of our responsibilities to help you.

Get an Electronic or Paper Copy of Your Medical Record

You can ask to see or get an electronic or paper copy of your medical record and other health information we have about you. Ask us how to do this.

We will provide a copy or a summary of your health information, usually within 30 days of your request. We may charge a reasonable, cost-based fee.

Ask Us to Correct Your Medical Record

You can ask us to correct health information about you that you think is incorrect or incomplete. Ask us how to do this.

We may say “no” to your request, but we’ll tell you why in writing within 60 days.

Request Confidential Communications

You can ask us to contact you in a specific way (for example, home or office phone) or to send mail to a different address.

We will say “yes” to all reasonable requests.

Ask Us to Limit What We Use or Share

You can ask us not to use or share certain health information for treatment, payment or our operations. We are not required to agree to your request, and we may say “no” if it would affect your care.

If you pay for a service or health care item out-of-pocket in full, you can ask us not to share that information for the purpose of payment or our operations with your health insurer. We will say “yes” unless a law requires us to share that information.

Get a List of Those With Whom We’ve Shared Information

You can ask for a list (accounting) of the times we’ve shared your health information for six years prior to the date you ask, who we shared it with and why.

We will include all the disclosures except for those about treatment, payment and health care operations and certain other disclosures (such as any you asked us to make). We’ll provide one accounting a year for free but will charge a reasonable, cost-based fee if you ask for another one within 12 months.



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Get a Copy of This Privacy Notice

You can ask for a paper copy of this notice at any time, even if you have agreed to receive the notice electronically. We will provide you with a paper copy promptly.

Choose Someone to Act for You

If you have given someone medical power of attorney or if someone is your legal guardian, that person can exercise your rights and make choices about your health information.

We will make sure the person has this authority and can act for you before we take any action.

File a Complaint if You Feel Your Rights Are Violated

To file a complaint if you feel your privacy rights have been violated, or if you would like to request a restriction, request an accounting of disclosures or revoke an authorization, please contact:

Misty Olmsted, HIPAA Compliance Officer
Office of General Counsel
921 S. 8th Ave, Stop 8410
Pocatello, ID 83209
(208) 282-4380
hipaa@health.isu.edu

You can also file a complaint with the U.S. Department of Health and Human Services Office for Civil Rights by sending a letter to:

U.S. Department of Health and Human Services
Office for Civil Rights
200 Independence Avenue, S.W.,
Washington, D.C. 20201,
1-877-696-6775
www.hhs.gov/ocr/privacy/hipaa/complaints

We will not retaliate against you for filing a complaint.

YOUR CHOICES

For certain health information, you can tell us your choices about what we share. If you have a clear preference for how we share your information in the situations described below, talk to us. Tell us what you want us to do, and we will follow your instructions.

Share Information With Your Family, Close Friends or Others Involved in Your Care

You can tell us whether you want your information shared with family members or others involved in your care.

Share Information in a Disaster Relief Situation

You can tell us whether you want your information shared in disaster relief situations.

Marketing, Sale of Information, and Psychotherapy Notes

We will not share your information for marketing purposes, sale of your information or for most purposes involving psychotherapy notes without your written permission, unless the law allows



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it. Psychotherapy notes are notes made by a mental health professional during counseling sessions and kept separate from your medical record.

Fundraising Communications

We may contact you for fundraising efforts, but you can tell us not to contact you again.

If you are not able to tell us your preference, for example if you are unconscious, we may go ahead and share your information if we believe it is in your best interest. We may also share your information when needed to lessen a serious and imminent threat to health or safety.

OUR USES AND DISCLOSURES

How do we typically use or share your health information? We typically use or share your health information in the following ways:

To Treat You

We can use your health information and share it with other professionals who are treating you.

Example: A doctor treating you for an injury asks another doctor about your overall health condition.

To Run Our Organization

We can use and share your health information to run our practice, improve your care, and contact you when necessary. We may use Artificial Intelligence (AI) tools to help manage and support your care.

Example: We use health information about you to manage your treatment and services.

To Bill for Your Services

We can use and share your health information to bill and get payment from health plans or other entities.

Example: We give information about you to your health insurance plan so it will pay for your services.

How Else Can We Use or Share Your Health Information?

We are allowed or required to share your information in other ways – usually in ways that contribute to the public good, such as public health and research. We have to meet many conditions in the law before we can share your information for these purposes. For more information see: www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/index.html.

Help With Public Health and Safety Issues

We can share health information about you for certain situations such as:

- Preventing disease
- Helping with product recalls
- Reporting adverse reactions to medications
- Reporting suspected abuse, neglect or domestic violence
- Preventing or reducing a serious threat to anyone's health or safety

Substance Use Disorder Records (42 C.F.R. Part 2)

Some types of health information are subject to additional protections, which are described below.



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Health information we maintain may be protected by federal substance use disorder confidentiality regulations at 42 C.F.R. Part 2 (“Part 2 records”). If Idaho State University creates, receives, or maintains Part 2 records, the following additional protections apply:

- Part 2 records are subject to more restrictive confidentiality protections than other health information. Where this notice describes uses and disclosures permitted under HIPAA, those uses and disclosures may be further limited by Part 2.
- Part 2 records, or testimony that would identify you as having or having had a substance use disorder, will not be used or disclosed in any civil, criminal, administrative or legislative proceeding against you unless you provide written consent or a court order consistent with 42 C.F.R. Part 2 is obtained.
- If we intend to use Part 2 records for fundraising activities, we will first provide you with a clear and conspicuous opportunity to opt out of receiving any fundraising communications that would rely on those records.
- Participation in an organized health care arrangement does not eliminate or reduce the confidentiality protections that apply to Part 2 records.
- For questions about Part 2 records or to opt out of fundraising communications involving Part 2 records, contact ISU’s HIPAA Compliance Officer using the contact information listed in this notice.

Business Associates

We may share your information with businesses that help us run our organization or provide services to you. These entities are required to protect your information.

For Education

Students, interns, residents, instructors and trainees may see your information while providing supervised care. Their access is limited and protected under HIPAA and our own privacy rules.

For Research

We may use or share your health information for research when allowed by law. This may include research reviewed and approved by an Institutional Review Board (IRB) or similar research review board. We may also store information for research or use or share it for future research. When required by law, we will ask for your written permission to use or share your information for a specific research project.

We may also use or share information that has been de-identified so that it can no longer identify you.

Comply With the Law

We will share information about you if state or federal laws require it, including with the Department of Health and Human Services if it wants to see that we’re complying with federal privacy law.

Parental Access

Some state laws concerning minors permit or require disclosure of health information to patients, guardians or persons acting in a similar legal status. We will act consistently with the law of the state where the treatment is provided and will make disclosures following such laws.

Respond to Organ and Tissue Donation Requests

We can share health information about you with organ procurement organizations.



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Work With a Medical Examiner or Funeral Director

We can share health information with a coroner, medical examiner, or funeral director when an individual dies.

Address Workers' Compensation, Law Enforcement and Other Government Requests

We can use or share health information about you:

- For workers' compensation claims
- For law enforcement purposes or with a law enforcement official
- With health oversight agencies for activities authorized by law
- For special government functions such as military, national security and presidential protective services

Respond to Lawsuits and Legal Actions

We can share health information about you in response to a court or administrative order, or in response to a subpoena.

Telehealth Services

If you receive services by telehealth, we will protect your information under HIPAA and any applicable state laws. Telehealth may use technology vendors that must meet privacy and security requirements.

Email and Text Communications

If you choose to receive information by email or text message, you should know that these communications may not always be encrypted. You can ask us to stop or request another communication method at any time.

Electronic Communications / Portals

By using our patient portal, telehealth services or receiving emails or text messages from us, you agree to electronic communication. You may request alternative communication methods at any time.

Re-Disclosure Notice

If we disclose your information to someone who is not required to follow HIPAA, that information may no longer be protected.

Part 2 records cannot be re-disclosed without your written permission unless the law allows it.

Telepharmacy Services

Our pharmacy will use telepharmacy to provide safe, accessible pharmaceutical care to patients in underserved areas of Idaho. All telepharmacy operations will comply with Idaho Board of Pharmacy regulations, including remote pharmacist supervision, certified technician staffing and secure technology for dispensing and patient counseling.

Pharmacy Confidentiality

Idaho law gives extra protections to pharmacy records. Prescriptions and related records must be kept confidential and may only be shared with certain parties or as required by law. These records generally cannot be shared again unless the law allows it.

Refill and Medication Communications

Communications about current prescriptions or refill reminders are not considered marketing and may be provided without your written permission.



OUR RESPONSIBILITIES

We are required by law to maintain the privacy and security of your protected health information.

We will let you know promptly if a breach occurs that may have compromised the privacy or security of your information.

We must follow the duties and privacy practices described in this notice and give you a copy of it.

We will not use or share your information other than as described here unless you tell us we can in writing. You may revoke that permission at any time by notifying us in writing.

For more information see:

www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/noticepp.html

Changes to the Terms of This Notice

We can change the terms of this notice, and the changes will apply to all information we have about you. The new notice will be available upon request, in our office and on our website. You may obtain a copy of this notice at any time and we will provide it to you free of charge.

Hybrid Entity Designation

Idaho State University is a hybrid covered entity. This notice applies only to our clinic and pharmacy components that are designated as covered entity components under HIPAA and provide health care services as part of Idaho State University. Other components of the university are not included in this notice.

A current list of HIPAA covered clinics is available upon request by contacting the HIPAA compliance officer at (208) 282-4380 or by emailing hipaa@health.isu.edu.

State Law Compliance

We follow applicable state laws that provide additional privacy protections or greater access to health information. Where state law is more protective than HIPAA, we will comply with the more protective standard unless federal law or a specific HIPAA provision prohibits it.

Website and Online Privacy

Idaho State University maintains a separate University Privacy Notice that explains how the university collects and uses information on its websites, including cookies and other online technologies. This NPP does not replace that notice. For information about website cookies and online privacy practices, please see our Privacy Policy at www.isu.edu/ogc/privacy.