

Girl Scouts, Tarheel Triad Council, Inc.
Procedures for Handling Health Information

The privacy of health information is very important. So important, that we are required to develop procedures as to how we handle this information. Both the Americans with Disability Act (ADA) and Health Insurance Portability Act (HIPAA) mandate that medical information and Personal Information (PI), is kept in a secure place and only disclosed to those that have a legitimate need to know.

As you know, Safety Wise requires us to collect health information for girls, adults, volunteers participating in various activities like sports, trips and camping. In April of this year, the Council adopted procedures for our staff regarding such information as mandated by Federal Law. We would like to share them with you as well. If you are not already using similar procedures, please put the following procedures into place to ensure we comply with these important regulations for everyone's protection.

Definition of Personal Information (PI): This includes all information such as names, addresses, social security numbers, lists of prescription medication, doctors' notes, health records, immunization records, etc. In other words, information contained and secured by you on the Health History Form.

Maintenance of Records: First Aiders/Girl Scout Leaders should keep all Health History Forms in a private and secure location where the information **will not** be accessed by others. It is required that you ensure the confidentiality of this information. This is a Federal Law mandate.

Confidentiality: Information about anyone's health, medications or health history should not be shared with anyone who does not have a legitimate need to know. This includes friends, family, parents, troop leaders and other children. For example, if someone were to ask which children have Asthma or hay fever the information should not be shared, unless the inquiry comes from a person who has a legitimate need to know. A first aider or troop leader with medical knowledge about a child or adult should not discuss the condition with his or her friends or family, unless there is a legitimate reason.

When Can Information be Shared or What Constitutes Legitimate Reason:

A legitimate need might be sharing that one of the girls/adults contracted Bacterial Meningitis or some other communicable disease. In this case, as directed by the Health Department, it would be vital to share the information with those who were in contact with the person. If a person appeared to be suffering from shock or Asthma during an event and you knew of a medical condition the person has, it would be important to share that with a first aider or emergency medical personnel. Sharing medical information with appropriate authorities in cases involving abuse or neglect would also be appropriate.

In addition, if you as a volunteer are uncomfortable providing medical information required under Safety Wise, you may choose to keep that information in a sealed envelope to be opened only in the event of an emergency. Girl Scouts, Tarheel Triad Council, Inc. HIPAA Notice of Privacy Practices can be viewed on our Web Site.

If you or parents/guardians have any questions regarding the Health History Form or issues pertaining to the Council's Notice of Privacy, please contact our Privacy Officer noted below.

Privacy Officer
Patricia Macfoy
Girl Scouts, Tarheel Triad Council, Inc.
8818 West Market Street
Colfax, North Carolina 27235
336-369-7423 or 1-800-672-2148