



Suffolk University Health & Wellness Services



Statement of Confidentiality

Suffolk University Health & Wellness Services is committed to providing high quality health care for its enrolled students in a safe and private environment. We are giving you this Statement of Confidentiality to inform you about how we maintain the confidentiality of your student health records.

Suffolk University Health & Wellness Services reserves the right to change this Statement of Confidentiality, and to develop new privacy practices that will affect all existing student health records.

The Statement of Confidentiality is also available at Suffolk University Health & Wellness Services, 73 Tremont Street 5th floor, Boston, MA 02108 and on its website: www.suffolk.edu/healthservices.

Your Student Health Records:

Each time you receive medical services at Suffolk University Health & Wellness Services a record is made. Your student health record may describe your conditions, diagnoses, treatments and plan. Medical information such as test results, medications and other information obtained by your provider will be recorded.

Suffolk University Health & Wellness has in place, in accordance with applicable federal and state law, appropriate administrative, technical, and physical safeguards to protect the confidentiality of your student health records.

When and why we will disclose Confidential Student Health Records:

Student health records are considered a medical record or an education record under the Family Educational Rights and Privacy Act ("FERPA"). Under FERPA, records may be disclosed with a student's written consent or, in some situations, records may be disclosed without a student's written consent. Please refer to the applicable FERPA policy for further information regarding the disclosure of records:

<http://www.suffolk.edu/offices/2278.html>

<http://www.law.suffolk.edu/offices/deanofstu/handbook/policies/family.cfm>

In addition, you may review further information about FERPA on the Department of Education's website:
<http://ed.gov/policy/gen/guid/fpco/ferpa/students.html>

As a general matter, FERPA provides you with the right to consent to the disclosure of personally identifiable information contained in your records, except to the extent that FERPA authorizes disclosure without consent.

One such exception permits Suffolk University to disclose personally identifiable information in education records to "school officials" with "legitimate educational interests." Further information regarding this rule and regarding the other exceptions authorizing Suffolk University to disclose records without a student's consent is available through the Office of the Registrar of the College or the Office of the Registrar of the Law School.

Your rights:

- To request in writing restrictions on certain uses & disclosures of your student health records.
- To receive confidential communications.
- To request in writing to inspect, copy, and request an amendment to your student health records.

Our Duties:

- To make available to you our current privacy practices and to abide by their terms.
- To notify you if we are unable to comply with your medical record restriction request.

More Information:

If you have questions about the confidentiality of your student health records and you would like to learn more, please contact the Office of Health & Wellness Services for assistance at:

Office Location:

73 Tremont Street, 5th floor

Boston, MA 02108

Tel: 617.573.8260

Fax: 617.305.1745

Email: health@suffolk.edu

Mailing Address:

Suffolk University Office of Health & Wellness Services

8 Ashburton Place

Boston, MA 02108-2770