



MAINE MARITIME ACADEMY
Student Health Services
Castine, ME 04420

NOTICE OF PRIVACY PRACTICES

TO: All Students Enrolled at Maine Maritime Academy

RE: Privacy Practices

The Health Insurance Portability & Accountability Act of 1996 (HIPAA) . This Act requires that all medical records and other individually identifiable health information used or disclosed by us in any form, whether electronically, on paper, or orally, are kept confidential. This Act gives you rights to understand and control how your health information is used.

During your matriculation at Maine Maritime Academy, it may become necessary to have your personal medical information available. Times when this might occur may include: medical emergency, injury, United States Coast Guard Credential application, and screening for Co-op or Cadet Shipping placement.

As a current student, you must go to the Maine Maritime Academy website (www.mainemaritime.edu) > Campus Life > Health Services and read the "Notice of Privacy Practices".

By signing this form, you acknowledge that you have read this notice and give your consent to disclose personal medical information on an "as needed" basis to the following individuals at the Academy: Registrar, Master of the Training Ship State of Maine, Health Services staff, STCW/License Manager, Commandant of Midshipmen, Career Services staff, Director of Residential Life, Security staff, Dean of Student Services and athletic trainers.

This form will become part of your medical records and will be kept in the Health Services Department.

Name (please print)

Signature

Date