

**ADDENDUM TO <County Name> PRIVACY POLICIES REGARDING
VOLUNTEERS AND STUDENTS**

This addendum to the current <County Name> Privacy Policies addresses the issue of volunteers and the Health Insurance Portability and Accountability Act “HIPAA”. Volunteers or students from local schools are not allowed to work in any area of the courthouse that has private health information unless they will be placed in an area that this volunteer will not in any way have access to any private health information. Access means that they would not have the ability to hear conversations between employees of the office and or telephone conversations, not just being in an area with locked cabinets.

Exception to this policy would involve the Public Health Department and their exchange program with the University of Iowa Nursing School. Those students participating in that program will be required prior to participating in anything that involves protected health information to read the <County Name> Workforce Confidentiality Policy and sign the Employee Confidentiality Agreement upon start of their term with the office. That agreement will be signed and turned into the Privacy Officer on their first day of assignment. If the Department Head would like the Privacy Officer to cover this information it must be done on or before their first day with prior arrangements made with the Privacy Officer. It is the Department Head’s responsibility to comply with this procedure, failure to do so will result in disciplinary action taken by the appropriate governing board.

The volunteer or student will also be required to wear a name badge whenever working in the <County Name> office. This will be a temporary badge issued by the Human Resources Department. The volunteer or student will be required to turn in this temporary badge on their last day to the Human Resources Department.

APPROVED AND ADOPTED THE DAY OF , 2006.

<Chairman Name>, Chairman of the Board of Supervisors

Attest: _____