

FACT SHEET-

Kansas 4-H Participation Forms & the Health Insurance Portability and Accountability Act (HIPAA)

1. Kansas 4-H does not fall under, and therefore is not bound by the Health Insurance Portability and Accountability Act (HIPAA) for the follow reasons:

- a. Kansas 4-H is not a health insurance provider;
- b. Kansas 4-H does not provide health services for a fee; and
- c. Kansas 4-H does not act as a clearing house for health programs, insurers, or programs.

2. Even though Kansas 4-H is not bound by the Health Insurance Portability and Accountability Act (HIPAA), the law does have important implications for how medical information is shared within the 4-H program including camps. The information recorded on the participation form should be considered with the same respect as “Protected Health Information” is considered under HIPAA, which protects all “individual identifiable health information”. Therefore, 4-H leaders should make all reasonable efforts to see that:

- a. Only authorized individuals have access to health, medication, and related information.
- b. Kansas 4-H Participation Forms and related health information is securely filed to prevent casual access.
- c. Training is provided to professionals, volunteers and staff (including camp personnel and chaperones) regarding the importance and process of protecting and respecting the privacy of privileged and sensitive health information.

Steps for Handling Kansas 4-H Participation Forms:

1. All persons involved with the Kansas 4-H Participation Forms will be informed of the importance of protecting and respecting privacy of each individual.
2. Original signed copies of the Kansas 4-H Participation Forms must be kept in a file or notebook which can be accessed only by Extension staff and authorized individuals.
3. Copies may be made and distributed to Club and Project Leaders and chaperones for emergency purposes. Club Leaders, Project Leaders and chaperones are encouraged to keep Kansas 4-H Participation Forms in a notebook or folder to reduce risk of information being distributed. Notebook or folder should be available at all 4-H events.
4. For traveling, copies are provided to chaperones and drivers for emergency purposes preferably in a notebook or envelope to reduce risk of information being distributed.
5. During camp, Extension professional(s) may provide camp counselors with the general medical needs of campers (i.e. camper needs to visit nurse before bed rather than listing camper’s name with specific medications.)
6. Chronic medical needs such as diabetes, asthma, or hemophilia) should be made known to event coordinator, camp counselor, chaperon, etc..