

Policy for Handling Medical Information for a HOBY Event

The information in this document applies to all HOBY staff, volunteers, students and any other contractors or agents granted access to participant medical information. All HOBY staff and volunteers are responsible for enforcing this policy. Individuals who violate this policy will be subject to the appropriate and applicable disciplinary process, up to and including suspension or removal by HOBY Staff or Board of Trustees.

I. Medical Forms

- a. Each minor participating in a HOBY program must have his/her parent/guardian fill out and approve the "Notice of Privacy Practices."
- b. Each minor participating in a HOBY program must have his/her parent/guardian fill out and approve the "Medical History Records Form."
- c. The "Medical History Records Form" will be shared only with individuals that need to know about its contents to properly provide oversight during an event. For the Leadership Seminar, HOBY will only share participant medical information with the Leadership Seminar Chair, Director of Recruitment, volunteer medical professional and the appropriate facilitator responsible for the participant. For Community Leadership Workshops (CLeW), HOBY will only share participant medical information with the CLeW Director, CLeW Chair, volunteer medical professional and appropriate facilitator. For Alumni activities, HOBY will only share participant medical information with the Alumni Advisor, volunteer medical professional and appropriate facilitator/chaperone. Facilitators should only have participant medical information on their students.

II. Receiving Forms

HOBY requests that the "Medical History Records Form" is returned to the appropriate volunteer by mail in order to protect the participant's privacy. The forms may be returned by fax providing the fax machine is in a secured environment. When receiving medical information by fax:

- a. Immediately remove the fax transmission from the fax machine and deliver it to the recipient;
- b. Manage medical information received as confidential in accordance with policy; and
- c. Destroy, or follow sender's instructions for patient information faxed in error and immediately inform the sender.

III. Storage of Participant Medical Information

HOBY protects the confidentiality and integrity of confidential medical information as required by law and common sense.

- a. Storage of medical information shall be done in a manner that ensures that the information is secure. When not in use, medical information must always be protected from unauthorized access and in a locked environment.
- b. During a HOBY event, medical forms are to be protected and secured by the lead volunteer and volunteer medical professional. If any known incident occurs involving the participant during the event, document the situation on the Medical Injury/Illness Incident Report and send the report and medical history file to HOBY International for further monitoring of risk management.
- c. If participant medical information is stored on diskettes, CD-ROM or other removable data storage media, it must be stored in a locked storage device.

IV. Disposal of Participant Medical Information

Printed material and electronic data containing participant medical information shall be disposed of in a manner that ensures confidentiality.

- a. All "Medical History Records Forms" will be held for 7 years.
- b. Participant medical information must NOT be discarded in trash bins, unsecured recycle bags, or other publicly-accessible locations. Instead, this information must be shredded, destroyed or incinerated. It is the lead volunteer's (Leadership Chair, Alumni Advisor or CLeW Chair) responsibility to ensure that all medical information has been secured or destroyed. It is the Corporate President's responsibility to ensure that the lead volunteer is adhering to the policy.
- c. Secure methods will be used to dispose of electronic data and output. HOBY staff and volunteers may dispose of the electronic data after 7 years using the following methods:
 - (1) Deleting on-line data using the appropriate utilities;
 - (2) "Degaussing" {removing or neutralizing the magnetic field} computer tapes to prevent recovery of data;
 - (3) Erasing diskettes to be re-used using a special utility to prevent recovery of data; or
 - (4) Destroying discarded diskettes
- d. Secure methods will be used to dispose of paper data.
 - (1) Printed medical material shall be shredded by the volunteer or staff of HOBY authorized to handle and personally shred.
 - (2) If hardcopy (paper, microfilm, microfiche, etc.) cannot be shredded, it must be incinerated.

Please contact your Director of National Programs if you have any questions about this policy.