
**University of Wisconsin-Madison
Policy and Procedures**

Policy Number: HIPAA 1.1
Policy Title: Designation of the UW-Madison Health Care Component
Effective Date: April 14, 2003
Last Revision Date: November 29, 2017
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I. Policy

HIPAA regulations apply to businesses and individuals in the health care industry such as health plans and health care providers. These are called “covered entities,” meaning they are covered by HIPAA. UW-Madison is a “hybrid entity” because the campus includes both units that perform HIPAA-covered functions (such as providing health care) and units that do not. As a hybrid entity, UW-Madison has designated units that perform covered functions, and individuals or units that perform support functions on behalf of those designated units, as its “Health Care Component.”

II. Definitions

- A. **Covered Entity:** A health plan, health care clearinghouse, or health care provider that transmits any health information in electronic form in connection with a transaction covered by HIPAA.
- B. **Health Care Component (or “HCC”):** A component or combination of components of a hybrid entity designated by the hybrid entity as covered by HIPAA.
- C. **Hybrid Entity:** A single legal entity that meets the definition of a covered entity, but whose business activities include both HIPAA-covered and non-covered functions, and that designates a health care component.
- D. **UW-Madison Health Care Component (“UW HCC”):** Those units of UW-Madison that have been designated as part of its health care component.

III. Units of the Designated UW-Madison Health Care Component

- A. School of Medicine and Public Health (SMPH), as outlined below.
 - 1. The following Departments and Centers, in their entirety:
 - a. Anesthesiology
 - b. Dermatology
 - c. Emergency Medicine
 - d. Family Medicine and Community Health

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- e. Human Oncology
 - f. Medical Physics
 - g. Medicine
 - h. Neurological Surgery
 - i. Neurology
 - j. Obstetrics and Gynecology
 - k. Ophthalmology and Visual Sciences
 - l. Orthopedics and Rehabilitation Medicine
 - m. Pathology and Laboratory Medicine
 - n. Pediatrics
 - o. Psychiatry
 - p. Radiology
 - q. Surgery
 - r. Urology
 - s. Carbone Cancer Center
 - t. Center for Tobacco Research and Intervention
2. The following personnel and offices within the Institute for Clinical and Translational Research:
- a. OnCore staff
 - b. REDCap staff
 - c. Study Monitoring Service staff
 - d. Biomedical Informatics Core
 - e. Clinical Research Unit
 - f. Wisconsin Network for Health Research (WiNHR)
 - g. Midwest Area Research Consortium for Health (MARCH)
 - h. Research Billing Compliance
 - i. Data Monitoring Committee
3. The following “central” SMPH administrative personnel and offices:
- a. Information technology staff
 - b. Risk management
 - c. Senior administrators and their support staff
 - d. Human resources
 - e. Privacy and security coordinators

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- f. Health Sciences Institutional Review Boards (members and staff)
 - g. Office of Clinical Trials
- B. School of Pharmacy (clinical units only), including its senior administrators and their support staff, human resources, privacy and security coordinators, and information technology staff.
- C. School of Nursing
- D. Waisman Center's clinics and programs outlined below, as well as its senior administrators and their support staff, human resources, privacy and security coordinators, and information technology staff.
 - 1. Augmentive Communication Aids & Systems Clinic
 - 2. Autism and Developmental Disabilities Clinic
 - 3. Bone Dysplasia Clinic
 - 4. Biochemical Genetics Clinic
 - 5. Cerebral Palsy Clinic
 - 6. Down Syndrome Clinic
 - 7. Community Ties
 - 8. Community Ties Clinic
 - 9. Feeding Team
 - 10. Medical Genetics Clinic
 - 11. Neuromotor Development Clinic
 - 12. Newborn Follow up Clinic
 - 13. Pediatric Brain Care Clinic
 - 14. Spasticity and Movement Disorders
 - 15. Waisman Early Childhood Program
- E. University Health Services
- F. State Laboratory of Hygiene, excluding the Environmental Testing unit (except for the Clinical Toxicology subdivision of that unit), the Forensic Toxicology unit, the Chemical Terrorism unit, the OSHA testing unit, the OSHA Consultation Program, and the Labor Statistics Program.

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- G. Athletics Department (credentialed health care providers, staff members interacting with Protected Health Information and their support staff, privacy and security coordinators, and information technology staff).

- H. The following “central campus” administrative personnel and offices within the University, to the extent they perform support functions on behalf of any of the Health Care Component units listed above and must access Protected Health Information in performing those support functions.
 - 1. Accounting Services
 - 2. Office of Legal Affairs
 - 3. Office of Compliance
 - 4. Internal Audit
 - 5. HIPAA Privacy and Security Officers
 - 6. Office of Cybersecurity and Division of Information Technology (including Help Desk and Incident Response personnel)
 - 7. Office of Research Policy
 - 8. Other individuals or offices may become part of the Health Care Component for limited projects. Such individuals must contact the HIPAA Privacy Officer if their work necessitates the need to access Protected Health Information prior to such access.

- I. Researchers and other key personnel on human subjects protocols

Researchers with appointments outside units of the Health Care Component designated above who conduct research involving the use of Protected Health Information in collaboration with researchers with appointments in the Health Care Component are considered members of the Health Care Component for the duration of such research.

IV. Documentation Requirements

None.

V. Forms

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None.

VI. References

45 CFR 164.504(c)(3) (HIPAA Privacy Rule)

VII. Related Policies

Policy Number 1.2: "Designation of the University of Wisconsin Affiliated Covered Entity (ACE)"

VIII. For Further Information

For further information concerning this policy, please contact the UW-Madison HIPAA Privacy Officer or the appropriate unit HIPAA Privacy Coordinator. Contact information is available at compliance.wisc.edu/hipaa.

Reviewed By:

Chancellor
Chancellor's Task Force on HIPAA Privacy
UW-Madison Office of Legal Affairs
UW-Madison HIPAA Privacy Officer

Approved By:

HIPAA Privacy and Security Operations Committee