



Privacy and Your Records at IUPUI CAPS

The privacy of health-related information, including your records at IUPUI CAPS, is governed by federal and state laws.

- Your health information with providers *outside* of IUPUI is regulated by the federal Health Information Portability and Accountability Act (HIPAA).
- As a student at IUPUI, access to your academic records is regulated by the Family Educational Rights and Privacy Act (FERPA).
- Both HIPAA and FERPA view medical and psychological treatment records of students as a unique category of records, and consider them “treatment records” protected by specific guidelines defined by FERPA.
- If you are a non-student, such as a partner engaged in relationship counseling at CAPS, your records fall under the HIPAA guidelines.
- Finally, as mental health providers, CAPS clinical staff is bound by Indiana State Law regarding the privacy of information you share at IUPUI CAPS.

What does all of this mean?

At IUPUI CAPS:

- Your records are confidential and we are responsible for maintaining the privacy of your information.
- Your CAPS records are not part of your educational record at IUPUI.
- Your health care information may be discussed and records reviewed by CAPS clinical staff and CAPS administrators for consultation, case management, and quality assurance purposes.
- Aggregate unidentified information may be used for agency and research purposes.
- If you want CAPS to provide documentation or communicate with someone outside of CAPS, we must have your written authorization, except in specific circumstances. You may revoke this authorization in writing at any time.
- CAPS may disclose limited relevant information without written consent for the following reasons: emergency treatment, threat of harm to self, threat of serious physical harm to others, child abuse or neglect, billing-collections, legal defense of the agency, trial for homicide, court order, and specific circumstances defined by the Patriot Act.
- In cases where CAPS clinical staff believe a child may be the victim of abuse or neglect, a report must be filed with the Indiana Department of Child Services.
- You may access the information in your CAPS file, however, the physical records are the property of IUPUI CAPS.

IUPUI CAPS prioritizes the privacy of your health care information and strives to comply with all related federal and state laws and professional ethical codes. When laws and codes conflict, CAPS will generally apply the more restrictive of policies and consider the health, safety, and well-being of all involved.