

Guidance for Submitting Accommodation Requests to Human Resources

E-mail transmission of medical information is permitted for HIPAA covered entities and employees may send health information to the Human Resources office in a password protected format. If submitting password protected documentation, please send a separate email with the password, or include a phone number at which you can be reached, in order to obtain the password. The IT Help Desk is available to provide guidance on how to password protect documents. Any employee who is uncomfortable sending information via e-mail may mail a hard copy of their form and supporting documentation to Human Resources. COVID-19 accommodation requests are not required to be sent via email, though that is the fastest way to facilitate an approval of an accommodation.

As a reminder, any health information that is submitted to HR is only accessible by HR for the purpose of facilitating these kinds of accommodations. For additional information on HIPPA compliance for employee information is available in the [College's Privacy Policy page](#).