

Privacy Education

KNOW THE
RULES!



CONFIDENTIAL



HIPAA demands that we use Protected Health Information **ONLY** for

- **Treating** patients
- Obtaining **payment** for treatment provided
- Improving healthcare **operations**





What is Protected Health Information?

Any and all information about a person's physical or mental health that identifies the person or there is a reason to believe the information could identify them.

- **Demographic:** name, address, phone/fax, email, next of kin, date of birth, photograph
- **Financial:** employer, social security number, medical record number, insurance
- **Clinical:** patient chart, patient bill, reason for visit, test results, surgery performed, diagnosis



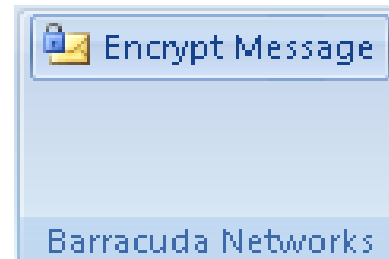
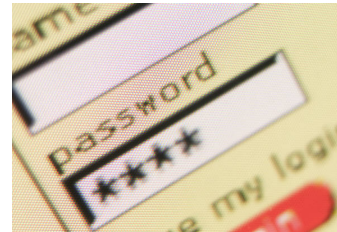
What is Protected Health Information?

In some cases, the **simple fact of sharing that a patient is receiving care or is in a specific location of the Organization could be considered a privacy violation**. Our small community also makes us especially vulnerable because we personally know many patients. Sensitive information includes, but is not limited to:

- **Sexually transmitted diseases**
- **Mental Health**
- **Substance Abuse**
- **Financial information**

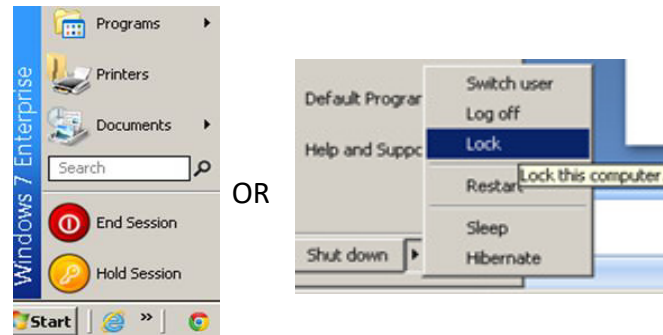
Tips for HIPAA Compliance

1. **Never share your password with anyone.** This includes system passwords, PINS, and door access codes & cards.
2. Use minimum PHI necessary to complete your job responsibilities.
3. When you are authorized to send an **email** containing PHI **outside** the Organization, be sure to **ENCRYPT** the message and confirm an accurate email address!



Tips for HIPAA Compliance

- Secure patient records by holding or ending your session when you complete work.



- Be aware of PHI contained in your work area; never leave PHI unsecured or where it can be viewed by others.



Tips for HIPAA Compliance



8. Avoid discussing a patient's medical condition in public areas.

Tips for HIPAA Compliance

9. Don't share information about a patient that you obtained as a result of your job with anyone; it is considered private and subject to HIPAA.



10. Don't discuss PHI on any form of electronic media such as Facebook, Twitter, Instagram, etc.



Consequences for Non-Compliance:

- We take patient privacy & security regulations seriously.
- All staff/volunteers are expected to know and follow these regulations.
- **All staff/volunteers are expected to report non-compliance.**
- Failure to report non-compliance is a violation of federal law (civil & criminal penalties) and subject to disciplinary action, **up to and including termination for violating privacy & security policies.**

