

HIPAA

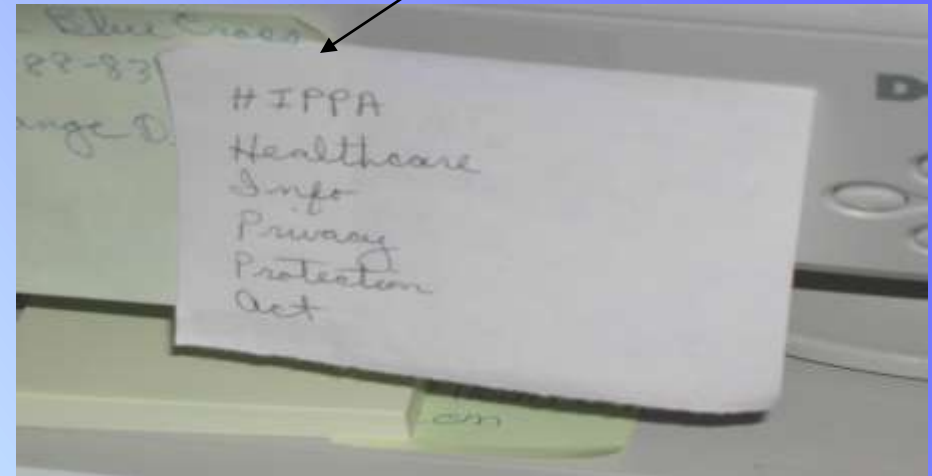
Health Insurance Portability & Accountability Act

Education Marathon

2003

HIPAA is...

Health
Insurance
Portability and
Accountability
Act



Not 2Ps

Healthcare
Information
Privacy and
Protection
Act

~~HIPPA is not...~~

Do

- Be reasonable about giving out “Patient Information” over the phone.
- In the best interest of the patient, it is important to involve and keep patient’s family informed.



- Do not give copies of the Patient’s medical record *without* the proper release of information. Refer the patient or family to the Medical Records Department.

Don't

Do

Contact your Doctor who ordered tests or contact the Medical Records Department and sign a release form, if you wish to review your own (or family's) Protected Health Information for lab or test results.



Access your own (or family's) Protected Health Information. It is not allowed for you to review your own medical records or your family's even if you have access to the MEDITECH Patient Information System.

For example, if you, your husband or your child had a series of lab tests, and you are a nurse on the floor with access to laboratory results, you are forbidden to access the results. You cannot lookup your own patient information or that of your relative's because doing so IS NOT PART OF YOUR JOB.

Don't

Do



Keep doors locked when patient records are unattended



Don't leave doors unlocked

Don't

Do

Do maintain **confidentiality** for the treatment of all communications and records pertaining to the patient care



Do not discuss patient information in the hallways, elevators, or cafeterias

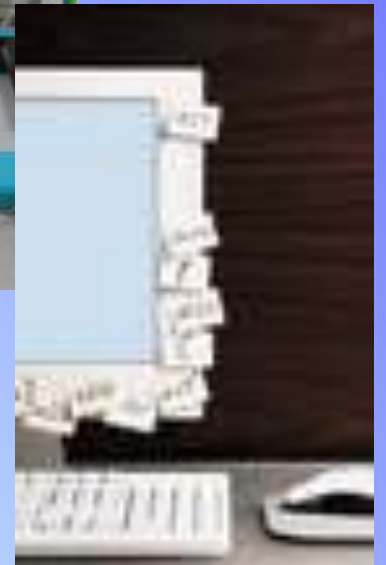
Don't

Do



Keep your PC on Screen Saver

Don't leave passwords on the PC or terminal

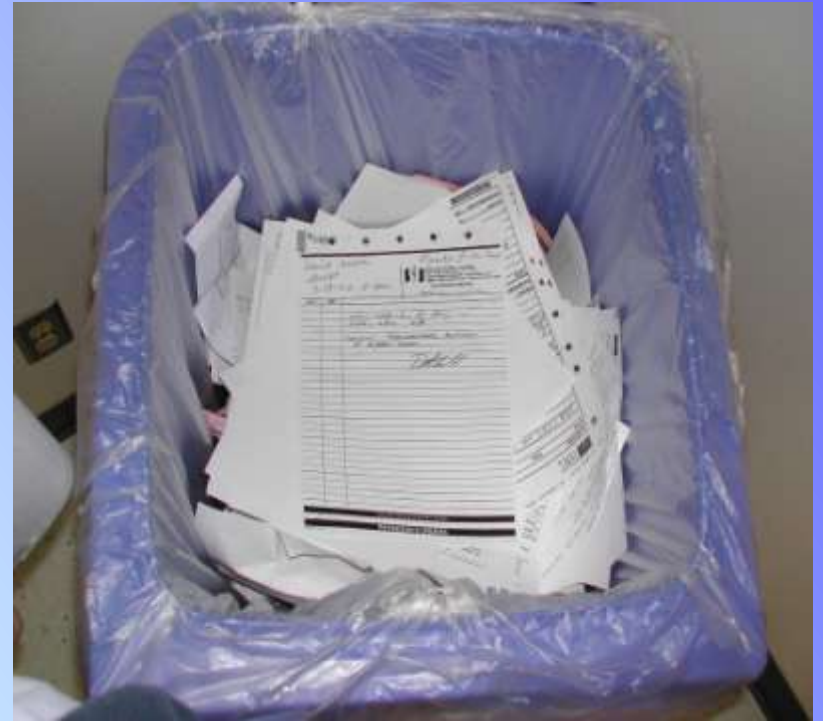


Don't

Do



Shred all patient-related documents



Don't leave patient documents in trash or recycle bins

Don't

Do



Keep keys, cables and personal belongings out of sight or on your person



Don't leave keys unattended

Don't

Do



• All employees must take the Tenet's "Introduction to Privacy" as part of the HIPAA mandatory training.

• Employees can either take the **online** lessons through .EDU or watch the **video**

• Do not **forget** to take the HIPAA training session if you:

- Are a new hire (within 30 days)
- Worked at another hospital and took their HIPAA class
- Don't have a computer (you can always watch the video). Ask your manager for help.

Don't

Do

- **Display Notice of Privacy Practices** throughout the hospital so patients can understand how their Protected Health Information is used during their stay in the hospital



- **Do not refuse to give anybody who asks for a copy of the hospital's Notice of Privacy Practices**

Don't