

HIPAA Education

The Health Insurance Portability and Accountability Act (HIPAA) is a privacy rule that creates national standards to protect individuals' personal health information (PHI) and gives patients increased access to their medical records.

HEALTH INFORMATION COVERED:

Any information, whether spoken, electronic or written that relates to the health of the individual, the health care provided to that individual or payment for health care provided is considered protected.

PATIENT RIGHTS INCLUDE:

Knowledge of who has access to their health information
Ability to access their medical record &/or amend incomplete or incorrect information
Requirement of authorization before information is given, except as allowed by HIPAA
May request an accounting of all disclosures in a six year period
Recourse if their rights are violated.

DISCLOSURE:

Any information that relates to a patient's health cannot be disclosed unless authorized by the patient or someone acting on the patient's behalf or unless permitted by HIPAA regulation. The facility must limit access to only those individuals who need the information for a legitimate purpose. Any information that is shared should be limited to the minimum necessary, the least amount of information to accomplish the purpose of the request. However, this does not apply to the sharing of the medical record for treatment purposes.

YOUR ROLE IN PROTECTING PATIENT RIGHTS

- Protect all forms of Protected Health Information (PHI).
- Only access patient PHI for which you are authorized to perform your job duties. Do not access PHI of family members, friends or anyone else for whom you don't have a direct job related purpose.
- Report any observed or suspected HIPAA breaches immediately to the Privacy Line (249-8676) or your facility's Privacy Officer.

Your Privacy Officer

<p><u>Facility</u> Memorial Hospital, North Star Lodge, Children's Village, Ohana, The Springs, Water's Edge, Home Health and Hospice, Cornerstone Medical Clinic, Business Services</p>	<p>Andy Franz andyfranz@yakimamemorial.org Phone: 249-5379</p>
--	--

Examples of Potential Breaches

- Workforce members accessing electronic health records for information on friends, neighbors or family members out of curiosity/without a business-related purpose.
- Medical record documents left in public access cafeteria.
- Provider accessing the health record of divorced spouse for information to be used in a custody hearing.
- Misdirected fax of patient records to a local grocery store instead of the requesting provider's fax.
- Workforce members access the electronic health records of a celebrity who is treated within the facility.
- Stolen lost laptop containing unsecured protected health information.
- Papers containing protected health information found scattered along roadside after improper storage in truck by business associate responsible for disposal (shredding).
- Posting of patient's HIV+ health status on Facebook by a laboratory tech that carried out the diagnostic study.
- Misdirected e-mail of listing of drug seeking patients to an external group list.
- Lost flash drive containing database of patients participating in a clinical study.
- EOB (Explanation of Benefits) sent to wrong guarantor.
- EMT takes a cell phone picture of patient following a MVA and transmits photo to friends.
- Misfiled patient information in another patient's medical records which is brought to the organization's attention by the patient.
- Medical record copies in response to a payers request lost in mailing process and never received.
- Briefcase containing patient medical record documents stolen from car.
- PDA with patient-identifying wound photos lost.

When in doubt, report it immediately!

Signature

Department

Date

This signature verifies that I have received education about HIPAA, Patient Rights, and my responsibilities in protecting these rights.