

# *Anna Jaques Hospital*

HIPAA Privacy Training For Medical Staff  
General Medical Staff Meeting  
May 21, 2010

# *Health Insurance Portability and Accountability Act of 1996 (HIPAA) Privacy Rule*

- Applies to ALL Hospital Employees and Physicians at ALL times
- Reference HIPAA Privacy Rule 45CFR 164.510(b) and 45 CFR 164.508(a) (2); this does NOT cover Psychotherapy notes which require patient's written authorization

# *HIPAA Privacy Rule*

- HIPAA Privacy Rule allows communication for treatment purposes between healthcare providers and **patients.**
- **Patients must authorize** any disclosures (verbally in direct care situations or in writing) unless an emergency situation.

# *HIPAA Privacy Rule*

- Discussions limited to secure areas-No Hallways, Elevators or common areas.

Access to PHI only for patients under your care

Do NOT look up YOUR own information or that of Family Members; follow protocols

# *HIPAA Privacy Rule*

- Semi-Private Rooms & Emergency Department
- Request visitors to leave room
- Pull curtains
- Keep voice to a level that patient can hear but others cannot
- Only discuss with Family Members if Patient verbally agrees comfortably

# *HIPAA Privacy Rule*

- Nursing Units & White Boards
- Keep Patient information in a secure area where unauthorized access is protected
- Turn computer screens inward
- Do NOT display patient names or identifiers on Boards
- Keep charts in a secure area away from visitors & public view

# *HIPAA Privacy Rule*

- Do Not share Computer passwords
- Sign off computers at all times
- Only access your assigned patients
- Do Not reference information for any other purposes than treatment
- Do not leave printouts on printers
- Shred all patient level data (confidential paper bins)

# *HIPAA Privacy Rule*

- Electronic Signatures are same as handwritten
- Audit trails track all access electronically
- HIPAA requires an Accounting of all access and disclosures upon request
- Patients receive a Notice of Privacy Practices prior to any treatment

# *HIPAA Privacy Rule*

- Patients may request Amendments to Medical Records, upon Physician review and agreement
- Federal Office of Civil Rights investigates any HIPAA complaints
- Privacy must be upheld to highest level possible to avoid incidental disclosures

# *HIPAA Privacy Rule*

- Please refer to handouts provided, “A Health Care Provider’s Guide To The HIPAA Privacy Rule: Communicating with Patients & Common Questions About HIPAA”; US Department of Health and human Services, Office of Civil Rights”
- [www.hhs.gov/ocr/hipaa](http://www.hhs.gov/ocr/hipaa)

# *HIPAA Privacy Rule*

- For Hospital-specific questions or concerns please contact Hospital Privacy Officer, Maria Palumbo at extension 1108