



HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) is a broad federal law, which provides guidelines for the privacy and security of patient medical information. A key component in this law is to make sure all health care workers are aware of the law and its major provisions. The law has established that all health care employees must be aware of HIPAA by April 15, 2003.

In response to the HIPAA federal law, Premier Nursing Services requires all work force employees be HIPAA trained prior to April 14, 2003. Any “workforce” employee hired after April 14th, 2003 will be HIPAA trained before being allowed to work at any of our client hospitals.

As a requirement, all of our nurses must complete the study packet along with the “privacy test” before they are sent to work at any of our client hospitals. The following information will serve as guidelines for all Premier Nursing Services employees in managing the privacy and security of patient medical information while on duty with our client hospitals:

What is the Purpose of HIPAA?

- To provide patients more control over the use and disclosure of their medical information.

Where is PHI (Patient Health Information) found in the organization?

- Everywhere - paper, computers and in conversations.

What should you do if you find PHI on a counter or on the floor?

- Secure it immediately: pick it up—either file or discard it.

Rights a patient has that affect the privacy of patient information

- To access their health information.
- To authorize who gets copies of health information.
- Request restrictions on certain uses of information.
- Right to receive an accounting of releases.

Who controls the use and release of patient information?

- The patient.

If a patient has requested his information not to be released, what do I tell the caller?

- Ask your supervisor before you release any information.

People you should call if you would like to ask a question about the privacy of patient information.

- Your supervisor.
- Local privacy officer.

What process should you follow when speaking to individuals on the phone?

- Telephone Identity Verification Process.

You work with computerized Protected Health Information, your terminal is accessible to unauthorized people, is not password protected and you do not usually turn it off when you go to the bathroom. What kind of problem is this?

- Electronic Transaction.

You file medical records. A request comes in for a medical record you cannot locate. This is potentially what kind of problem?

- Privacy.
- Security.

As a result of your authorized housekeeping duties in a hospital, you find out that the Mayor of your city is in the cardiac care unit. You discuss this at the dinner table with your family. What kind of problem is this?

- Privacy.

You work in a very busy emergency room where patients must sometimes be seen in the Hallway because there is no other place to assess a patient. This is potentially what kind of problem?

- Privacy.