



Health Insurance Portability and Accountability Act (HIPAA)

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) is a federal law imposed on all healthcare organizations. It requires organizations to take measures to safeguard patient information and punishes individuals and organizations that fail to keep patient information confidential.

Patient confidentiality is keeping a patient's healthcare information private. Patient's Protected Health Information (PHI) includes the following:

- Patient information
- Patient records
- Employee files, computer information, business records or photographs
- Conversations between patient and employee or between coworkers
- All events and records pertaining to patients, employees, and hospital business

What is a breach? Accessing, using, or disclosing protected health information in a way that is not permitted by HIPAA.

What should I do if I discover a breach? Report it to your faculty immediately who will notify the unit's nurse manager. In the course of your clinical experience, you'll become aware of patient PHI. You will be expected to maintain patient privacy and confidentiality during and after your clinical experience. Failure to maintain confidentiality can result in immediate termination of your clinical experience. ***Everyone has a role in protecting PHI – make sure you follow proper procedures for keeping PHI safe.***

Patient Confidentiality

The ways that patient confidentiality is most often violated are through:

- Print or electronic patient-related information that is left exposed where visitors or unauthorized individuals can see it
- Discussion of patient information in a public place or with inappropriate, unauthorized individuals
- Unauthorized people hearing patient-sensitive information
- Records that are accessed for the wrong reasons or by the wrong individuals

Access to confidential information is only permitted for direct patient care, billing, or administrative hospital operations.

To avoid questions about the reasons for your access into a patient's record, follow these simple guidelines:

Limit your access to records to what you need to do your job.

Don't ever use anyone else's computer password to access the EMR.

If you want to see your own record or any medical record that is not related to your job, follow the accepted policy to do so.

Students and/or faculty should never print confidential information from the patients' EMR and remove it from the facility to be used for care plans, etc. This is a breach of HIPAA.

I have read and understand the above statements

Signature:

Date:
