HIPAA Hints

- Protected Health Information
 (PHI) must be kept private!
- Use and disclose PHI for treatment, payment and operations as permitted by federal and state law
- Think about where you are and who can overhear you
- Think before you share PHI written, verbal and electronic
- Use ### or click "send secure"
 button when emailing PHI
- Use the minimum amount of PHI necessary to get the job done
- Never share your password



Corporate Compliance Contact Information

Compliance Hotline 1-888-413-4313

Compliance Office 1-856-507-7857

compliance@ihn.org



No adverse action or retribution will be taken against any employee for reporting in good faith suspected non-compliance with federal and state laws, Code of Conduct, and internal policies and procedures.

Non-Retribution Policy



HIPAA 101



PATIENT PRIVACY
IS
EVERYONE'S
RESPONSIBILITY

What is HIPAA?

- Health Insurance Portability and Accountability Act of 1996
- Protects the written, spoken and electronic forms of PHI

What is Protected Health Information (PHI)?

Individually identifiable health information

What are examples of PHI?

- Name
- Address
- Dates (birth, discharge, admittance, death)
- Phone and fax numbers
- Email addresses
- Social Security Numbers
- Medical Record Numbers
- Drivers license information/ Vehicle identifiers
- Account numbers
- Device numbers/Serial numbers
- Finger/Voice prints



HIPAA Hazards

- Snooping in medical records
- Unencrypted laptops and mobile devices
- Use of PHI on Social Media



- Posting or sharing photos and videos containing PHI
- Disclosure of sensitive medical information
- Improper disposal of PHI
- Releasing patient information without authorization
- Gossiping

Privacy Monitoring Program

Inspira protects electronic health records by monitoring for inappropriate or unusual accesses such as:

Coworkers/Managers Family Members VIPs

or

High Patient Access
Self Access
Self Modification
Other Suspicious Activities

Do not access records unless you are doing so within the scope of your job!

