

HIPAA QUARTERLY TRAINING

1 CREDIT

HIPAA regulation and APC policy require all employees to review the HIPAA rules every quarter. Please review the enclosed information and keep for your records.

All staff is involved in protecting health information. Staff should be aware of the penalties that could be levied against them by the Federal government. Fines reaching \$250,000 and imprisonment can be imposed on physicians, practice managers, receptionists, medical assistants, or nurses.

Untrained staff may not realize that respecting privacy is important. All staff is required to undergo training on privacy.

Employees should not give information about a client to another person, even to another member of the client's family, without the client's permission. In addition to constraints on communicating so that a client's privacy is respected, employees must strive to arrange the work place so as to support confidentiality.

For instance, computer screens should not point towards the reception hatch or counter because clients might then see others' records. Clients' paper records should be stored safely and not left in hallways with public access. Likewise, client details should not be left on public bulletin boards.

Email, client databases, or case letters should not be left on a computer screen for all to read while the operator makes a cup of coffee.

If staff finds medical records unattended, then they should return the records to the supervisor. If a member of staff overhears other staff conferring about clients' health information, then the staff concerned should be reminded that they can be overheard.

If staff wants to discuss client information and contractors are in the room, then the staff might ask the contractors to briefly leave the room.

Only the necessary information should be transmitted by email, as one can never be sure who has access to the email. Staff should never share computer passwords or leave the password where someone can see it.

Diskettes containing client information should not normally be taken home. All members of Advanced Personal Care are involved in a client's care in some way, but not everyone has to read everything in the client's case notes.

In small communities where everyone knows everybody else, staff may be intrigued to know their neighbor's business.

For example, the nurse and the receptionist are excited to read the case notes of a candidate for Mayor of their small town – the receptionist's uncle is running against this client in the Mayoral race – need one say more!

Staff should report abuses of client privacy and should not fear retaliation for whistle blowing -- they are not only protecting themselves from a lawsuit but they are also protecting their employer.

KEEP FOR YOUR RECORDS

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RETURN TO APC

Employee Printed Name: _____

Date: _____

Time Started: _____

Time Finished: _____

True/False

_____ 1. All staff is involved in protecting health information. Staff should be aware of the penalties that could be levied against them by the Federal government. Fines reaching \$250,000 and imprisonment can be imposed on physicians, practice managers, receptionists, medical assistants, or nurses.

_____ 2. Employees should not give information about a client to another person, even to another member of the client's family, without the client's permission. In addition to constraints on communicating so that a client's privacy is respected, employees must strive to arrange the work place so as to support confidentiality.

_____ 3. Email, client databases, or case letters should not be left on a computer screen for all to read while the operator makes a cup of coffee.

_____ 4. If staff wants to discuss client information and contractors are in the room, then the staff might ask the contractors to briefly leave the room.

_____ 5. Diskettes containing client information should not normally be taken home. All members of Advanced Personal Care are involved in a client's care in some way, but not everyone has to read everything in the client's case notes.

_____ 6. Staff should report abuses of client privacy and should not fear retaliation for whistle blowing -- they are not only protecting themselves from a lawsuit but they are also protecting their employer.

_____ 7. You find yourself in a situation where you can read client's information. What question should you ask yourself before looking at the information?

- a. Would the client mind if I looked at this?
- b. Do I need to know this to do my job?
- c. Can anyone see what I am doing?
- d. Am I just curious to see what is happening?

_____ 8. When can you repeat protected health information that you hear on the job?

- a. After you no longer work at the facility.
- b. Only if you know the patient won't mind.
- c. Only when it is necessary to do your job.
- d. After the patient dies.

Please print/sign this form and return it to the office before the end of the month

Failure to return this form can result in unsatisfactory evaluations and possible termination. Thank you for your prompt response. Please call if you have any questions.

I acknowledge that I have read and understand the Advanced Personal Care's HIPAA Practices. I have received a copy of the HIPAA policy.

Employee Signature

Date

RETURN TO APC

Office Use: January April July October

APC Representative: _____