

HIPAA

Monthly Alert

MAY 2018

Everyone has a role to play in the privacy and security of protected health information (PHI); it is a shared responsibility. Liberty employees can increase patient trust and information integrity through our privacy and security policies.

To help cultivate patient trust, please do the following:

- Maintain accurate information in patient records
- Ensure patients have a way to request electronic access to their medical record
- Carefully handle patient health information to protect their privacy

We want to remind staff that we cannot have the attitude, “we always did it this way”, towards HIPAA regulations. We continue to have three (3) HIPAA concerns that still need our attention to improve.

The areas that we ask your assistance in improving are:

- 1. Encryption 101:** Encryption is a method of converting an original message of regular text into encoded text. The text is encrypted by means of an algorithm (a type of formula). If information is encrypted, there is a low probability that anyone other than the receiving party who has the key to the code or access to another confidential process would be able to decrypt (translate) the text and convert it into plain, comprehensible text. If you are using a non-Liberty email address and are not confident that an email with PHI is in fact encrypted, contact your direct supervisor immediately so that they can coordinate with our Security Officer to ensure the email with PHI is encrypted.
- 2. Paper PHI:** Paper PHI needs to be kept in a secure environment. If you have paper PHI, it cannot be left out or in plain sight, even in an office or locked room. The document needs to be housed in a locked filing cabinet in a secure office or room. Alternatively, you can scan the document and save an encrypted version. After saving the electronic version, contact your direct supervisor to confirm with Liberty’s Security Officer that the scanned document is being housed in an encrypted environment. Once you receive confirmation, properly shred the hard-copy.
- 3. Correct Address & Potential Name Duplication:** Before hitting send, double check email addresses for correct spelling, contact(s), and duplications to avoid errors such as sending to the wrong person, invalid email address, or duplication issues.

References:

<https://www.healthit.gov/sites/default/files/pdf/privacy/privacy-and-security-guide.pdf>

<http://www.hhs.gov/ocr/privacy/hipaa/administrative/privacyrule/index.html>

<http://csrc.nist.gov/publications/nistpubs/800-111/SP800-111.pdf>

Please look for next month’s HIPAA alert delivered through your email.
You can also find the HIPAA monthly alerts on Employee Self Service (ESS)

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