

HIPAA

Monthly Alert

JUNE 2018

If you, as a staff member, violate a HIPAA regulation, it can result in consequences for you and Liberty that can include substantial fines and damage to Liberty's reputation.

All staff on the frontline of patient/client communication should:

- Review the monthly HIPAA alert emails and read page 2 of the quarterly Liberty QualityCare® newsletter for the latest HIPAA concerns.
- Complete the annual HIPAA training in Relias on time so that you are educated and informed about HIPAA issues that could affect you.
- Maintain possession of all of your mobile devices storing PHI; since this is the most common HIPAA violation.
- Double check that PHI is correctly stored. Misfiling a patient/client's paperwork or saving PHI on the wrong computer drive or network can be a very costly mistake.

Recently, we had some potential HIPAA data incidents and would like to remind you of the importance of awarenesses to avoid HIPAA issues. The areas that we ask your assistance in improving are:

- **Properly disposing of paper files.** Remember to shred paper files before throwing them away. Staff have very busy days and you can easily be distracted, which could cause you to overlook shredding papers with PHI on it. The best solution is to have the majority of your PHI in an encrypted electronic system. However, if you find you still need paper copies, double and triple check that once you are done with any paper PHI, to dispose of these files through a shredding process.
- **Keep all patient/client information out of public view.** Remember, "need to know, minimum necessary", when it comes to PHI. Having patient/client information out in public view, where people can see it, would be a HIPAA violation. This careless mistake can happen so easily, even with your computer monitors and mobile devices. So, if you see any staff with PHI out of place or in view of others, say something so that we all get in the habit of keeping our PHI information concealed.
- **Be careful with social media.** There have been significant violations of HIPAA posted by the Office of Civil Rights for staff posting pictures of what is going on in the workplace. Avoid any HIPAA violation by not posting any workplace events or pictures on any social media. Be smart and use common sense when on social media so you can help us prevent any HIPAA violations from happening at a Liberty program.

References:

<http://www.hipaaone.com/7-ways-employees-can-help-prevent-hipaa-violations/>

<https://www.hhs.gov/hipaa/for-professionals/compliance-enforcement/examples/alaska-dhss/index.html>

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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