



HIPAA

Independent Contractor
Orientation



What Is HIPAA?

Health Insurance Portability and Accountability Act of 1996

The Health Insurance Portability and Accountability Act of 1996 (HIPAA), was the result of efforts by the Clinton Administration and congressional healthcare reform proponents to reform healthcare. The goals and objectives of this legislation are to streamline industry inefficiencies, reduce paperwork, make it easier to detect and prosecute fraud and abuse and enable workers of all professions to change jobs, even if they (or family members) had existing medical conditions.

What Does It Mean?

- **Portability:** protect health insurance coverage when lose or change jobs. Continuity without fear of exclusion because of pre-existing condition
- **Accountability:** Punishments for anyone caught violating resident privacy. Even accidentally breaking the rules can result in penalties and embarrassment to yourself and your organization
- **Administrative Simplification:** universal billing codes, security of information

WHO?

Workforce

Any I.C that has access to patient information.

- Couriers
- Dispatchers
- Managers
- Systems Administrators

Business Associate

Privacy - PII

Personally Identifiable Information

– any information that identifies an individual or his/her health condition.

- Name
- Address
- Telephone or fax number
- E-mail , Web URL or Internet address
- Medications
- Photographic images
- Social security, medical record, insurance, license, certificate or account numbers



Privacy

PHI

Protected health information - individually identifiable information,

- Is created or received by us
- Related to provision of health care to an individual and the payment for the provision of such care
- Includes:
 - **Medical diagnosis**
 - **Admission to facility**
 - **Treatment**
 - **Medication**
 - **Caregivers' notes**
 - **Past health information**

Privacy

Confidentiality of PII

Confidentiality

=

Need to Know

Before you look, listen, or share

ASK

“Do I need to know this to do my job?”

“Does the other person need to know this to do her job?”

- **NO – Then Don’t**
- **YES – Only what is needed**

Privacy Practices

Notification of health care clients:

- Privacy rights
 - Access
 - Request correction
 - Disclosure of access by others
 - Right to restrict access
- How to exercise these rights
- How their PHI is protected
- Provide information on how to file a complaint

Authorization

Allows use or disclosure of PHI for purposes other than treatment, payment and health care operations

Privacy Practices

Minimum Necessary

- Authorized uses or disclosures are exempt from requirement
- Reasonable effort not to use or disclose more than the minimum amount of PHI necessary to accomplish the intended purpose
 - How much?
 - How many?
 - How important?
 - Further disclosures?
 - Where?

Security

Protecting Verbal Information

- **Never discuss patient information with anyone other than the patient, or anyone who has a need to know basis.**
- **Avoid discussions about patients in public places**
- **Do not leave messages on answering machines that would reveal any p.h.i.**
- **Do not allow any patients to see another patient's p.h.i.**

Security

Protecting Written Information

- Do not write multiple patients on one charge slip
- Keep insurance paperwork in a confidential location.
- When discarding paper, make sure it is shredded.

Protecting Electronic Information

- Do not let unauthorized access to computer workstations. Make each workstation password protected and be sure to log off when leaving.
- How likely is it to have an electronic violation?
 - Accidental – most likely
 - Malicious
 - Fraudulent

Now What?

ProMed Delivery is developing and implementing policies related to the HIPAA Privacy Rule

- 1. Training is required for all current and new I.C's**
- 2. I.C's will be notified of regulatory changes.**

Compliance deadline is

April 14, 2003

What to Do in Case of a Violation

Staff

- Take steps to correct the problem
- Report suspected violation(s) immediately to your supervisor(s)

Supervisors

- Investigate the violation promptly
- Document the violation
- Report all significant findings to the Corporate Privacy Officer.

Compliance deadline is

June 25th 2007

HIPAA

Confidentiality, Privacy, and Security

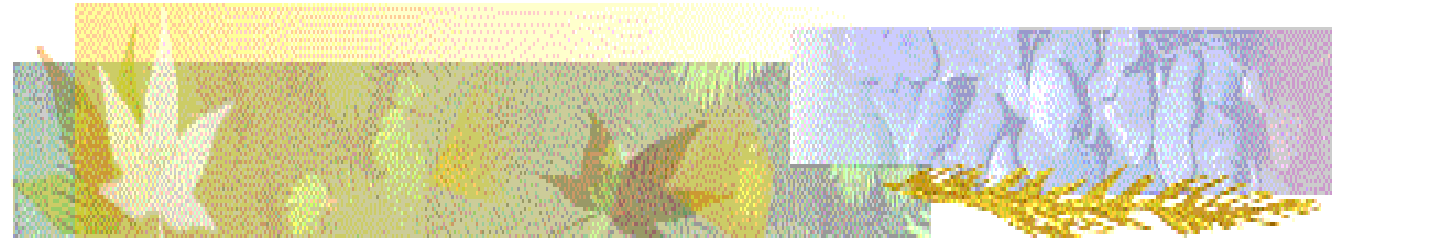
Privacy of PHI – *what* information is to be protected? Rights and expectations of individuals as to how their private medical information is handled.

Security of PHI – *how* information is to be protected. Directions to providers and organizations on how to protect PHI.

Confidentiality of PHI – *who* has access to the information. Allows an individual within limits to know and determine who is allowed to view their information

Compliance deadline is

April 14, 2003



Health Insurance Portability and Accountability (HIPAA) training is required per Promed Delivery's customers for all Independent Contractors.

I have read the attached HIPAA orientation which include information regarding the Privacy and Security regulations and my responsibilities under those regulations.

Print Name: _____

Signature: _____

Date: _____