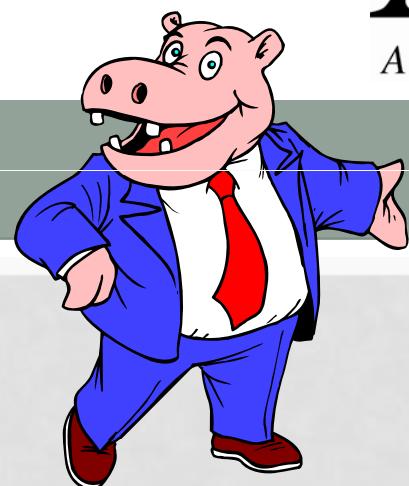


Avēsis

A National Vision and Dental Company

HIPAA TRAINING



Rev. 1/22/2010



WHAT IS HIPAA?

- Health Insurance Portability and Accountability Act
 - HIPAA is the ELECTRONIC transmission of
 - Three programs have been enacted to date
 - Privacy Rule – April 2004
 - The HIPAA Privacy Rule provides federal protections for personal health information held by covered entities and gives patients an array of rights with respect to that information.
 - The Privacy Rule is balanced so that it permits the disclosure of personal health information needed for patient care and other important purposes.
 - Security Rule – April 2005
 - The Security Rule specifies a series of administrative, physical, and technical safeguards for covered entities to use to assure the confidentiality, integrity, and availability of electronic protected health information.
 - National Provider Identifier – May 2007
 - HIPAA requires that employers have standard national numbers that identify them on standard transactions.
 - The National Provider Identifier (NPI) is a unique identification number for covered health care providers.
 - Covered health care providers and all health plans and health care clearinghouses use the NPIs in the administrative transactions adopted under HIPAA.



HIPAA & AVÉSIS

- Maintain patient privacy
 - The Privacy Rule protects all individually identifiable health information held or transmitted in ANY form or media
 - Electronic
 - Paper
 - Verbally
 - Protected Health Information
 - Patient Name
 - Patient Home Address
 - Patient Phone Number
 - Patient Date of Birth
 - Patient Social Security Number
 - Secure your work environment



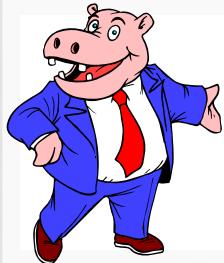
WHO CAN OBTAIN PHI?

- Patient
 - Protected Health Information may be disclosed to the individual who is the subject of the information
 - Must pass security verification guidelines
- Personal Representatives
 - Protected Health Information may be disclosed to personal representatives
 - A person legally authorized to make healthcare decisions on the individual's behalf
 - Includes parent or legal guardian of a minor child
- Authorized 3rd Party
 - Protected Health Information may be disclosed to an authorized 3rd party
 - Written permission from the patient
 - Verbal confirmation from the patient



HIPAA PROCEDURES

- Keep confidential papers, reports and computer print-outs in a secure place
- Pick up confidential papers from copiers, mailboxes, conference room tables and other publicly accessible locations immediately
- Correctly dispose of confidential papers by placing them in the locked shred bins.
- **DO NOT** access any information other than what is required to do your job
- **DO NOT** discuss member information with anyone off the job
- **DO NOT** access data for any reason other than to perform your job



HIPAA PROCEDURES

REMEMBER:

It is your responsibility to keep patient information - whether it is spoken, written, in a computer system, or just in your head -

TOTALLY CONFIDENTIAL



PROTECT YOUR WORK AREA

- NEVER share your password with anyone
- DO NOT leave your password where it can be seen
- NEVER log into your computer and then let someone else use it
- Lock your computer EVERYTIME you leave your desk



CRIMINAL PENALTIES

- For knowingly obtaining or disclosing identifiable health information relating to an individual
 - Up to \$50,000 & 1 year imprisonment
 - Up to \$100,000 & 5 years imprisonment if done under false pretenses
 - Up to \$250,000 & 10 years imprisonment if intent to sell transfer, or use for commercial advantage, personal gain or malicious harm.
- Enforced by the Department of Justice



WHAT DOES IT MEAN TO ME?

- Failure to adequately protect the PHI that we receive from our clients and their members can seriously harm our organization
- Failure by ANY employee to protect PHI entrusted to him/her or the disregard of any policy or procedure implemented by Avesis in order to protect PHI may result in disciplinary action – up to and including termination.



REFERENCES

U.S. Department of Health & Human Services
www.hhs.gov