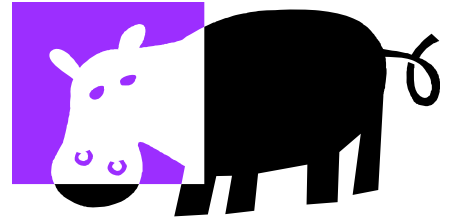

















HIPAA TIPS!!!



Below are some helpful TIPS to follow each day to be HIPAA Compliant!

-  Be sure not to leave Protected Health Information (PHI) lying around in places where clients have access.
-  Always verify a fax number before you press send.
-  Pick up faxes and printouts quickly – don't let them sit on the machines.
-  When making a call back to a client, do not leave messages that contain PHI.
-  Never share your computer or phone passwords with anyone!
-  Always set your *password protected* Screen Saver before you leave your desk for prolonged periods of time. Always put a password on laptops taken into the field.
-  Be sure to lock your desk drawers/filing cabinets with PHI in them before you go home each night!
-  Be sure to shred PHI that you need to discard.
-  Be sure you do not have conversations about confidential matters in public environments such as the lobby or hallway. Make sure computer screens are not visible to the public.
-  Keep the volume of your voice down as you are speaking with families on the phone, so that others and other callers will not overhear anything that they do not need to hear.
-  Be sure to *Encrypt* all emails containing PHI if they are e-mailed outside of your facility's network.
-  Be sure to log all PHI taken off-site for any reason. Lock PHI (such as medical records) in a briefcase if information is taken off-site.
-  When in doubt... ask your HIPAA Privacy Coordinator... (put facility coordinator name here)
-  Types of client PHI: client numbers/ids, client names, SSN, medical record numbers, vehicle numbers (VIN, license plates), client photos, client e-mail addresses, home addresses, phone numbers
-  Remember, CFR 42 standards may be more strict than HIPAA in some cases. Always go with the most restrictive rules/regulations.