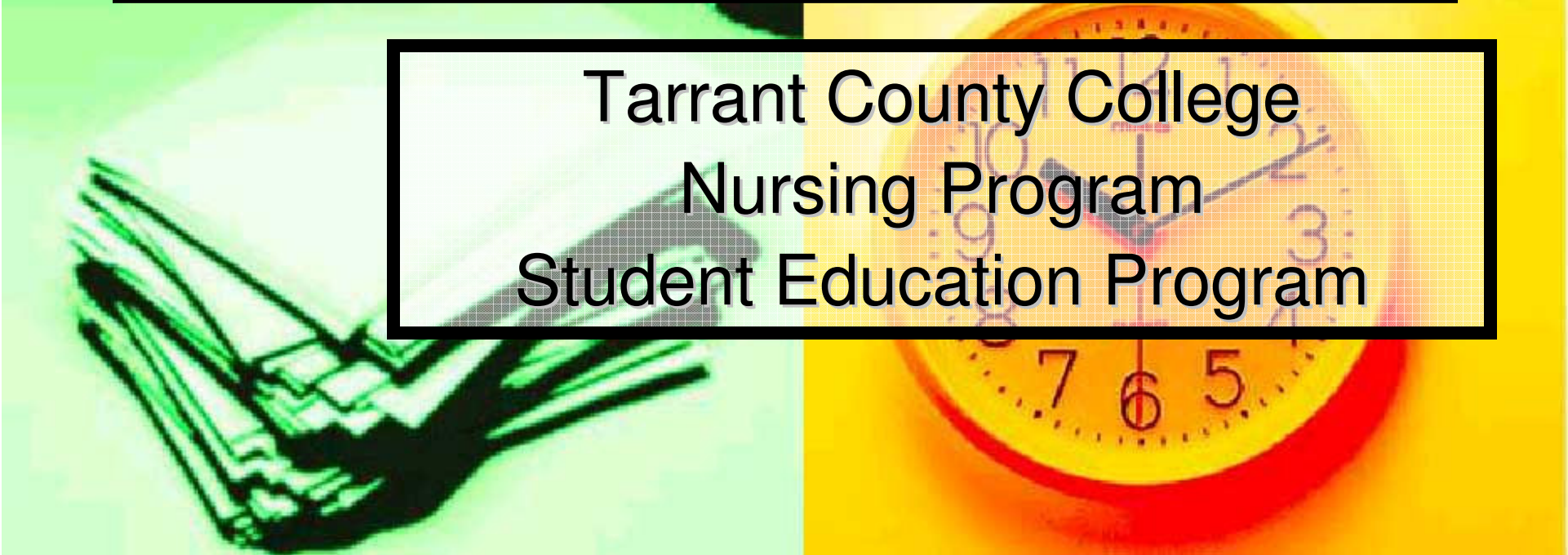




The Health Insurance
Portability and
Accountability Act (HIPAA)



Tarrant County College
Nursing Program
Student Education Program

What is HIPAA?

- Administered by the Department of Health and Human Services, HIPAA was signed into law in 1996 by President Clinton.
- The Purpose was to ensure health insurance portability for workers and families when they change or lose their jobs.





- HIPAA addresses this issue but its main focus is the protection of privacy.
- In discussing privacy, HIPAA uses the term “protected health information” or PHI.
- Other HIPAA provisions include administrative simplification and security.



- The goal of the administrative simplification part of HIPAA is to reduce the paperwork associated with health insurance reimbursement.
- The goal of the security standards of HIPAA is to establish standard protections for the electronic (computerized) storage and transmission of protected health information.

Why is compliance important?

- HIPAA is a federal law.
- HIPAA is mandatory.
- There are civil fines (up to \$100 per person per violation) and criminal penalties imposed for noncompliance.
- Anytime you change employers, you can expect to receive education about your new employer's policies on HIPAA privacy standards.





Who is covered by HIPAA?

- All healthcare providers including hospitals, clinics, nursing homes, physicians, dentists, chiropractors and suppliers.
- Healthcare plans and clearinghouses (those that transmit health information in electronic form).



How am I affected as a student?

- You have access to Protected Health Information (PHI) in the clinical setting.
- This includes the physical and mental health of a patient, provision of health care to the patient, and payment for the patient's health care.



In addition, PHI includes:

- Name, date of birth, social security number, address, phone number, patient account number, medical record number, date/location of healthcare service delivery, diagnosis, treatment, medications, lab results, photo or other identifiable images, etc.

What does all this mean to me?

- Only that information that is needed to meet patient care and learning needs should be used by the student in the clinical setting.
- In the course of education, a patient's PHI must not be disclosed or used in any other way without the patient's authorization/consent.
- Serious break of HIPAA rules can result in removal from the TCC Nursing Program.



Do's and don'ts in the clinical setting:

■ DO

- Be aware of institutional HIPAA policies
- Ensure that “reasonable effort” is being used to prevent misuse of PHI.
- Report to the faculty/instructor any breaches in HIPAA rules.





Don'ts:

- Do not fax information while on the clinical unit unless prior approval is obtained (a privacy statement on cover page must be used).
- Do not give out *any* patient information on the telephone.
- Do not discuss patient care in an elevator, over lunch, dinner, or within earshot of any patient on the clinical unit.



In addition:

- Never discard PHI in the regular trash. There are special receptacles on the clinical units.
- Never take PHI out of the hospital.
- Never leave charts unattended.
- Never leave printed or electronic information in public view.
- Always log off any computer when not in use.
- Only obtain patient information when there is a *need to know*.



A reminder for faculty:

- Remind students to discard PHI appropriately
- Never take PHI out of the clinical setting
- Respect the patient's rights in regard to privacy
- Support the agency's privacy policies
- Enforce HIPAA regulations
- Follow through on breaches



Test your knowledge:

- Answer the following 10 questions on a separate sheet of paper (don't forget your name).
- Turn in to your instructor.
- A score of 80% is passing.
- If you do not pass, you must re-complete the education session.

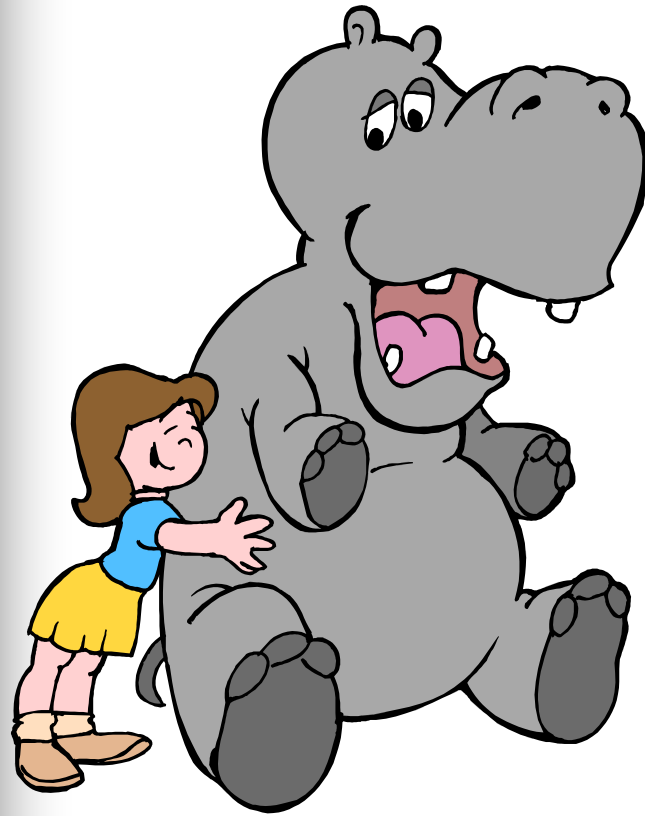


Answer T or F to the following:

1. Protected Health Information is otherwise known as PHI.
2. It is OK to fax documents if the first page is blank.
3. Do not discuss PHI in elevators, hallways, cafeterias, and other places.
4. HIPAA is a Texas state law.
5. You should only access PHI when you have a “need to know.”



6. This is the only education session you will ever need on HIPAA.
7. There are serious fines and penalties imposed for HIPAA violations.
8. Photocopying the MAR for home use to look up medications is acceptable.
9. PHI includes but is not limited to patient name and diagnosis.
10. It is acceptable to discuss your patient's condition with the family member over the phone.



- Don't forget to turn in your answer sheet to your instructor.
- Your education session is complete at this time.
- Thank you for your time!