



Education Update

What Can You Do to Protect Patient Information?

- ◆ Be aware of what information must be protected.
 - ☞ Remember, PHI includes any information that could identify a person.
- ◆ Take care when talking to or about a patient.
 - ☞ Speak quietly, choose a private location and do not reveal unnecessary information.
- ◆ Protect patient records.
 - ☞ All patient information must be kept private, whether stored on paper or electronically.
 - ☞ Keep computer screens out of public view.
 - ☞ Keep cabinets/rooms containing patient information locked at all times.
 - ☞ Shred or discard unwanted paper with PHI in a locked, secure bin.
- ◆ Never discuss confidential information in public places.
- ◆ Do not share your computer password with anyone.

REMEMBER:
Keeping patient health information confidential is not a choice - It's the law.

HIPAA - Protecting Patients' Privacy

What is HIPAA?

The Health Insurance Portability and Accountability Act enacted by Congress in 1996, established standards for the privacy and confidentiality of individually identifiable health information such as:

Name	Address	Employers	Relatives' Names
Date of Birth	Telephone or fax number	E-mail address	
Social Security #	Medical Record Number	Date of surgery	
Photos	Patient's condition/diagnosis	etc.	

The Trinitas Regional Medical Center Privacy Officer is:

Valdery Campos (Director of Health Information) ext. 5317

What is the Role of the TRMC Privacy Officer?

- ◆ The Privacy Officer is responsible for the development and implementation of the required policies and procedures of Trinitas Hospital and for compliance with the regulations.
- ◆ All known or suspected internal or external violations of HIPAA privacy policies should be reported to the privacy officer.

The Trinitas Regional Medical Center HIPAA Security Officer is:

Donald Caldwell

(Information Technology/Manager Technical Support) ext. 5445.

What is the Role of the TRMC Information Security Officer?

- ◆ The Security Officer is responsible for questions regarding HIPAA Security policies and issues.

The Facility (Patient) Directory

- ◆ The facility directory allows us to share certain patient information with the public.
- ◆ The TRMC Facility Directory includes only the name, location and religious affiliation of our customers. Although the law allows the patient's condition to be included, the Trinitas Regional Medical Center facility directory **DOES NOT** include the patient's condition.
- ◆ Patients can request to be left out of the directory.
- ◆ The facility directory is located at the information desk and with the telephone operators.
- ◆ Always direct questions from visitors (who are not family members or relatives/friends who are not involved in the care of the patient) to the information desk for assistance.