



# JOINT COMMISSION JEWELS

## Trinitas' Rules to Protect Patient Information

- ◆ Do not discuss confidential information in public places
- ◆ Lower your voice when speaking to patients in waiting rooms or other non-private areas
- ◆ Lock filing cabinets or file rooms when unattended
- ◆ Discard unwanted documents containing PHI in confidential locked bins or shredders
- ◆ Keep computer screens out of public view
- ◆ Do not share or reveal your password and be sure to change it as often as required
- ◆ Transport medical records face down, so others cannot see them
- ◆ Do not leave medical records visible in an unattended area
- ◆ Do not allow visitors without a visitor badge access to patient care areas
- ◆ Follow procedures in place to ensure access to information by ex-employees is promptly terminated
- Restrict sending patient information through e-mail

## HIPAA and The Privacy Rule

### Who is required to comply with HIPAA regulations at Trinitas?

All employees and persons doing business with Trinitas must comply with HIPAA regulations. This includes, but is not limited to: administrators; physicians; clinical and non-clinical staff; contracted personnel; vendors; volunteers; and students.

### What can you do to make sure we are HIPAA compliant?

- ◆ **Know your responsibilities under HIPAA.**  
Follow policies, procedures, and practices that we use to be HIPAA compliant. HIPAA policy and procedure binders were distributed by the office of Sam Germana.
- ◆ **Be aware of what information must be protected.**  
PHI (Protected Health Information) includes any information that could identify a person and is generated or received by a health care organization. PHI must be kept private whether it is written, spoken or in electronic form.
- ◆ **Remember the minimum necessary rule.**  
Only access PHI you need to do your job. Any time you share PHI with others, provide only the information the other person or organization needs.
- ◆ **Know and use available resources.**  
If you have any questions about the Privacy Rule and how it affects your job, talk to your supervisor or contact the Privacy Officer.
- ◆ **Report violations.**  
All employees are expected to adhere to the HIPAA privacy standards and to report any known or suspected violations to the Privacy Officer.

### The Trinitas Privacy Officer is:

**Valdery Campos (Director of Health Information Services) ext. 5317**

The privacy officer is responsible for managing all ongoing activities related to the development, implementation, maintenance of and adherence to Trinitas Hospital's policies and procedures relating to privacy and access to patient health information.

### Notice of Privacy Practices (NPP)

Post the entire NPP in a clear and prominent location at every site where care is provided. Give the privacy notice to patients to take home.