

# Education Update

**Trinitas Regional Medical Center  
Education Department**

April 2011

## HIPAA—Protecting Patient Privacy

**What is HIPAA?** The Health Insurance Portability and Accountability Act of 1996 established standards for the privacy and confidentiality of individually identifiable health information such as:

Name	Address	Date of Birth
Social Security #	Photos	Relative's Names
Email Address	Employers name	Dates of treatment

**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 policies and procedures of TRMC 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 TRMC HIPAA Security Officer is:**

Donald Caldwell (Information Tech./Manager Technical Support) ext. 5445 The Security Officer is responsible for questions regarding HIPAA security policies and issues.

**ALL TRINITAS EMPLOYEES  
CLINICAL AND NON-CLINICAL  
ARE  
RESPONSIBLE FOR  
PATIENT CONFIDENTIALITY!**



**What Can You Do to  
Protect Patient  
Information?**

- *Be aware of what information must be protected.*
- *PHI includes any information that could identify a person.*
- *Never discuss patient information in public areas.*
- *Protect patient records (paper and electronic, emails and faxes).*
- *Keep computer screens out of public view.*
- *Shred or discard unwanted paper with PHI in a locked, secured bin.*
- *Do not share your computer password with anyone.*
- *Change your password frequently.*

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## The Patient Directory

- The patient directory allows us to share certain patient information with the public.
- The TRMC patient directory includes only the name, location and religious affiliation of our customers. Although the law allows the patient's condition to be included, the TRMC directory *DOES NOT* include the patient's condition.
- The patient 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.