



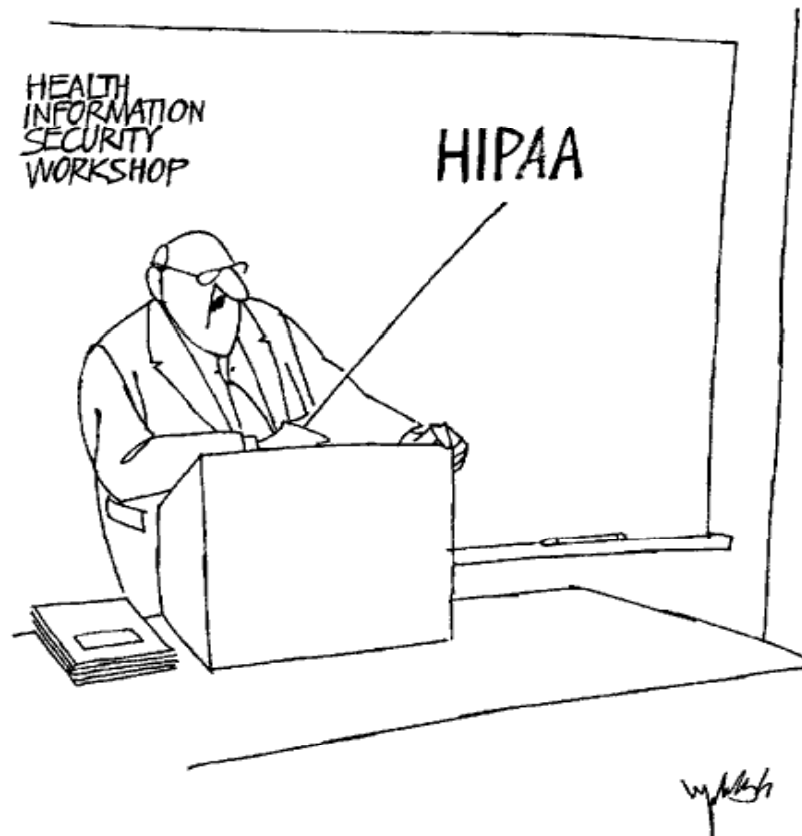
# HIPAA 101

## Student Training



Corporate Integrity  
June, 2011

# What is HIPAA?



"No, it's not a female Hippopotamus. Anyone else know?"  
Cartoon by Dave Harbaugh

# HIPAA Privacy & Security Rules

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The Health Insurance Portability and Accountability Act of 1996 (HIPAA) Privacy Rule became enforceable on April 14, 2003, and the Security Rule became enforceable on April 20, 2005.

In 2009, Congress strengthened the HIPAA Privacy and Security Rule by passing the HITECH Act.

The Privacy and Security Rules require Ochsner to ensure the confidentiality, integrity and availability of the protected health information that we create, receive, maintain and transmit while delivering healthcare. The HITECH Rule now requires Ochsner to notify patients and possibly the media when their privacy has been breached.

The HITECH Rule also allows for criminal prosecution of individuals who violate a patient's privacy.

# What is Protected Health Information?

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Protected Health Information (PHI) is anything you see or hear about a specific patient, for example:

## Medical Information

- Medical Records
- Lab Test Results
- Test Reports
- Diagnosis
- Condition

## Identifiable Information

- Name
- Address
- Social Security Number
- Phone Number
- Date of Service
- Account number

# Compliance is Everyone's Job

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Who is responsible for the privacy and security of Protected Health Information at Ochsner?

- All Employees
- All Physicians
- **All Students**
- All Volunteers
- All Part-time and Temporary Workers
- All 3<sup>rd</sup> Party Personnel
- All those who have been given access to Ochsner information or systems

# As a Student at Ochsner, How Can You Keep Patient Information Safe?

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As a student at Ochsner, you may have access to confidential medical information. You are expected to protect this information from anyone who does not need to know it.

- Respect the privacy of Ochsner's patients
- Do NOT discuss information about Ochsner's patients with anyone
- Do NOT remove documents containing patient information from the premises
- Do NOT use your Smartphone to take pictures of patients.
- Patient information should NOT be posted to social media sites.
- Patient information should NOT be sent via text messaging.

# Student Guidelines for the Access and Use of Patient Health Information

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- Access only the information of patients for whom you are journaling
- Use only the minimum necessary de-identified information needed to complete your journal
- Do not share or discuss any patient health information with other students at their school, friends or family members
- Do not photocopy patient health information

# Student Guidelines for the Access and Use of Patient Health Information

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- Do not record patient information on class assignments including but not limited to:
  - Name
  - Date of Birth
  - Address
  - Phone Number
  - Social Security Number
- If you have questions about the access or use of patient information, contact your Educator/Program Coordinator



# What Do You Do if You Know or Suspect a Privacy Violation?

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You must report any know or suspected violations of patient privacy or security as well as any other concerns to:

- Your Educator/Program Coordinator
- Your Chaperone
- Corporate Integrity at 504-842-9323
- Ochsner's Anonymous Integrity Line at 504-842-2667

# Reminders

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1. Protected Health Information (PHI) is anything you see or hear about the health of a specific patient.
2. You must be protect the privacy of patient health information.
3. It is your duty to report anything that goes against Ochsner policies and procedures.
4. Read, sign and return the “Student Confidentiality Statement” form to document your HIPAA training.



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