

PRIVACY AND CONFIDENTIALITY AT FORREST GENERAL HOSPITAL

HIPAA – Health Insurance Portability Accountability Act

- HIPAA protects the privacy and confidentiality of patients, employees and the public at large.
- This law requires that any covered entity that transmits electronic health information must have a designated Privacy Official.

Privacy Officer – Sandra Smith, Extension 8-4481

- The Privacy Officer audits units, employees with chart access and physicians.
- Audits are conducted monthly. A questionable breach will be reported to the Chief Medical Officer, Dr. Steven E. Farrell.

Privacy Reminders

- Do not access a patient's chart unless you have a VALID REASON.
- You cannot access YOUR OWN MEDICAL RECORD.
- When on the unit, close charts when you are finished with them. Do not leave charts open were anyone can read them.
- Always sign off from the computer before leaving the area.
- Please do not give your ID and password to ANYONE, whether nurse, office manager, etc. YOU will be held accountable for any breach.

If you should have any questions, please contact the Medical Staff Administration office at 288-4325.

Signature

Date