Introduction

The University of Kentucky HealthCare complies with the Health Insurance Portability and Accountability Act (HIPAA) because we are a provider of services and are considered a covered entity. Education of HIPAA is a federal requirement and elicits trust from our patients. Please read the overview of HIPAA below and retain this document for reference during observation and learning experiences.

HIPAA Basics

HIPAA and state law dictates

- Privacy and security of Protected Health Information (PHI).
- Portability of health insurance.
- Simplification of electronic billing.

Purpose of HIPAA

- Protects the privacy of an individual's health information.
- Ensures physical and technical security of an individual's health information.
- Governs the use and disclosure of an individual's health information for treatment, health care billing, research, marketing and other functions.

Patient Benefits of HIPAA

- Patients receive communication on how patient data will be utilized.
- Patients have availability to their patient data.
- Patients are informed if there is a breach of their information.

Protected Health Information (PHI)

- Any oral, written, or electronic individually-identifiable health information collected or stored by a facility.
- Information about an individual's past, present or future physical or mental health condition.
- HIPAA protects all information that can identify a patient in combination with their health information.

HIPAA Privacy Rule

- **Patient information is confidential**
- Protects an individual's health information in all forms to include:
  - Written information in all formats
  - Electronic information (including information from electronic medical records)
  - Information spoken and heard
  - Information seen
- Protects an individual's health information past, present, and future.
- Protects individuals living and deceased.

Observation and Learning Experience
UK Good Samaritan Hospital | 310 S. Limestone | Suite B111 | Lexington, KY 40508
859-218-5792 or 859-218-5793

Page 1 of 3

HIPAA Security Rule

- Maintains confidentiality, integrity, availability and privacy of employee, patient, physician, research subjects and University information.
- Applies to all electronic information that is created, communicated, stored or processed.

Examples of Inappropriate Medical Record Access

- Accessing your own medical record (individuals should use personal MyChart access).
- Accessing records of a family member if you are not involved in their care.
- Accessing records to "check on a patient" because you saw a news story about the patient and wanted to see their status.

Social Media and Patient Privacy

- **Never** share identifiable information about patients on social media.
- Patient related information includes, but is not limited to; photographs of any part of the patient, videos, comments about patients, or other descriptive or identifiable patient information.
- Do <u>not</u> share pictures or content from clinical areas as there could be patients, computer screens, or other patient information viewable in the picture/video.

HIPAA and Your Experience

Tips and Best Practices

- Securely store all information (paper and electronic) and never share passwords.
- Sign out of all applications and log off your workstation any time you leave, even temporarily.
- Dispose confidential or protected health information properly by shredding or placing in secured bins.
- Follow guidelines when transmitting information by email, fax, phone, or by other means.
- Never discuss a patient's medical information in public, even if you think you are alone.

Always Remember

- You are entering an environment that services large volumes of individuals and you are likely to encounter confidential information during your experience.
- You will have some interesting and exciting experiences; you may see well-known individuals; and you may want to share these events with your family and friends, or on social media. However, it is imperative to only speak about your experiences with individuals who have a business related need to know.
- Communicate with general references whenever possible
  - o Example of specific reference: "Jane Doe was referred to a cardiologist."
  - o Example of general reference: "The patient was referred to a cardiologist."
- UK Healthcare wants to educate and support our learners; so, ask for help when in doubt.
- ***All information regarding an individual's health care is confidential and should be protected.***

Observation and Learning Experience
UK Good Samaritan Hospital | 310 S. Limestone | Suite B111 | Lexington, KY 40508
859-218-5792 or 859-218-5793

Page 2 of 3

Penalties for Violations

- Disciplinary action by UK Healthcare up to and including dismissal from your observation and/or learning experiences.
- Federal and civil penalties also exist for violations and individuals could be subject to charges.

Methods of Reporting Compliance and Privacy Concerns (3 options)

- Report to your sponsor or preceptor who will investigate the situation
- Contact the office of Corporate Compliance at 859-323-8002
- Report anonymously to the ComplyLine at (877) 898-6072 or www.uky.edu/compliance
    - Please be as detailed as possible because the Comply Line is completely anonymous and only knows the information reported

Observation and Learning Experience
UK Good Samaritan Hospital | 310 S. Limestone | Suite B111 | Lexington, KY 40508
859-218-5792 or 859-218-5793

Page 3 of 3