

## **AHS HIPAA Top Tips**

### **It is your responsibility to know how the laws regarding privacy apply to your work:**

- Know the AHS HIPAA Privacy Standards and Guidelines that apply to your job and always follow them.
- Know the other federal and state laws and agency rules that apply to your job and always follow them.
- Ask your supervisor if you ever have any questions about how the Standards and Guidelines or federal and state laws or rules apply to your job.

### **It is your responsibility to know how the Minimum Necessary Rule and the Standards and Guidelines affect your day-to-day activities:**

- Only access and use health information when you need it to do your job and only access and use that health information which is necessary.
- Only discuss health information when you need to in order to do your job and only discuss it in private. Be conscientious about how, where, and why you talk about health information.
- Be conscientious about how you handle health information. Keep track of where and how health information is kept in your workplace.
- Know your department's practices regarding the communication of health or personal information via phone, email and fax.

### **It is your responsibility to verify and account for disclosures:**

- Never assume that people are who they claim to be. Verify their identity and authority to have access to an individual's health information.
- Always record disclosures of health information when required by filling out an "Accounting of Disclosure Form."

### **It is your responsibility to safeguard electronic health information:**

- Access only that electronic health information that is necessary for you to do your job.
- Protect the electronic health information to which you have access: Store electronic health information in its intended place so that only those that need to access the information can do so.
  - Choose a strong password.
  - Protect your password and account information.
  - Take precautions to protect against viruses and other malware.
  - Take safety measures to protect your computer workstation.
  - Secure laptops and PDAs.

### **HIPAA is serious business:**

- Violations of the Standards and Guidelines and the Privacy and Security Rules will likely be discovered. Never think otherwise. Report all alleged violations.
- Violations of the Standards and Guidelines and the Privacy and Security Rules may result in sanctions for employees. Civil and criminal penalties can be imposed.