

Health Insurance Portability and Accountability Act

HIPAA is a federal regulation that OSF Healthcare System has to comply with that protects the privacy, security, and confidentiality of a patient's health information

Confidentiality is important!

What is protected health information?

- Information about a patient that could be used to identify them
 - Name
 - Social security number
 - Demographic information
- Health information can be transmitted or maintained in...
 - Oral information
 - Written information
 - Electronic information

Why is HIPAA training necessary?

Confidentiality is so important, OSF requires that:

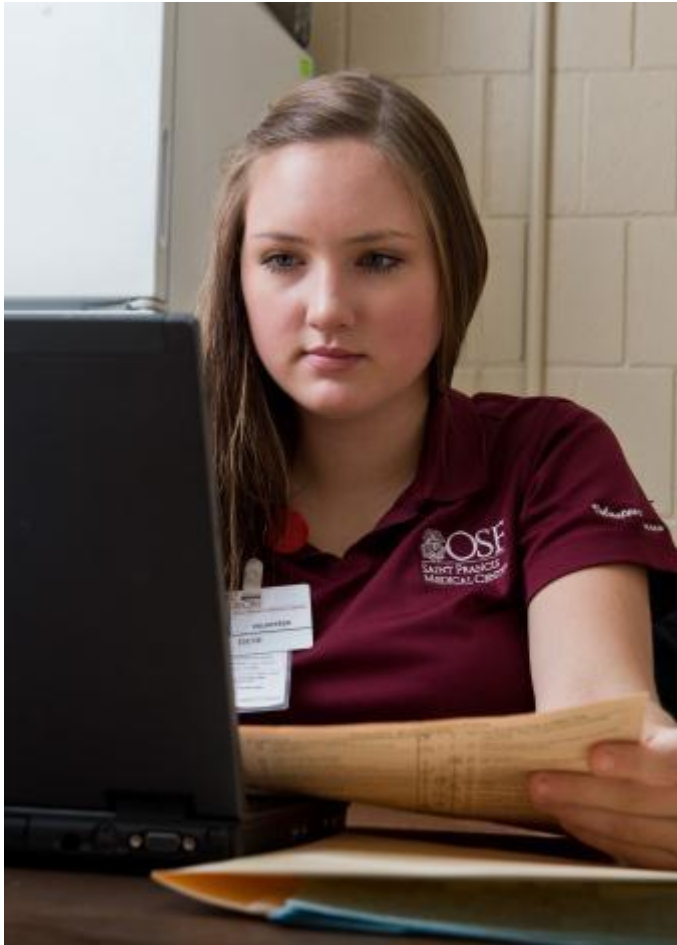
- All Mission Partners and volunteers to be informed of their responsibility to protect confidentiality
- Proven violation of the confidentiality of patient information shall include immediate disciplinary action up to and including termination
- Patient information should only be shared on a “need to know” basis. (Only those that need the information to do their jobs).

HIPAA Policy

What patient information does OSF require me to keep CONFIDENTIAL?

- Demographic information
 - Name
 - Social security number
 - Date of birth
 - Address
- Information about injury, illness, or condition
 - Symptoms
 - Diagnosis
 - Treatment
- Conversations between the patient and healthcare workers

HIPAA Confidentiality



Our confidentiality policy also guides us on when and where we can discuss patient information.

- Discuss patient information privately. **NEVER in elevators, lobbies, cafeterias, or corridors**
- Make sure requisitions, forms, and computer screens with patients names and information are not easily viewed by others
- Dispose of unnecessary patient information in proper receptacles for shredding, **NOT ordinary trash bins.**

Being Helpful

Who intends to breach confidentiality??

- ✓ Most times sharing information is not meant to be intentional or malicious
- ✓ Often trying to be helpful
- ✓ Happens without even realizing it

“I didn’t mean to...”

Social Media and HIPAA

It is **NOT** okay to...

- Make a post/status regarding patient information or identifiable info on **any** social media platform
- Take a keepsake photo with a patient as a memory
- Upload a photo with patient/family/visitors

