


Masonic
PATHWAYS
A Legacy of Caring 

www.masonicpathways.com

HIPAA

- Health and Insurance Portability and Accountability Act
 - Law designed to provide privacy standards to protect patients' medical records and other health information provided to health plans, doctors, hospitals and other health care providers.

- Do not discuss information in public areas such as elevators, breakrooms, cafeterias, hallways, etc.

- Do not leave documents containing resident information in public areas or other areas where the information could be accessed by a person who does not permission to view the information.
 - Paper forms
 - Medication Carts
 - EMR System

Computer Security & Access

- All staff that require access to a computer will have a password. Employees will change their password at a minimum of every **90 days** and never share their passwords with anyone else.

- Use encrypted devices
 - HMX #'s
 - Zix email

- If you leave your computer, you **MUST** log off
 - Windows + L
 - Close medication cart laptop

- Kiosks will automatically log off, if not in use, at 1 minute
- Computers will automatically log off, if not in use, at 5 minutes

- All requests for patient records **MUST** go through the Medical Records Department in order to ensure that proper consent is obtained when necessary and an accounting of the disclosure is maintained.

Security

- Security breach or security incident-refers to unauthorized access to an organization's electronic database-from criminal invasion to natural disasters
- HIPAA Privacy officer – Michelle Shaw x 13864
- Security Officer – Keith Virgo X 13816
- All staff must actively protect and safeguard PHI.
- All staff must notify their immediate supervisor, the Privacy Officer/Security Officer or any member of the management upon learning of any breaches of PHI or other violations of this policy.**