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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 Donovan Miller 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.