



Compassionatehands

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Private Duty Home Care Agency

" c a r e y o u c a n t r u s t "

compassionate.handsvb@gmail.com

Healthcare Staff HIPAA Compliance Policy

Policy Statement:

The Health Insurance Portability and Accountability Act (HIPAA) establishes national standards for the protection of individuals' medical records and other personal health information (PHI). As a healthcare organization, it is our duty to comply with HIPAA regulations to ensure the confidentiality, integrity, and security of PHI. All healthcare staff must adhere to the following policy to safeguard PHI and avoid violations.

Scope:

This policy applies to all employees, contractors, volunteers, and any other personnel who have access to PHI within our organization.

Policy:

1. Confidentiality of PHI:

- PHI must be accessed, used, or disclosed only as necessary to perform job-related duties.
- PHI should only be shared with individuals who have a legitimate need to know for treatment, payment, or healthcare operations.

2. Minimum Necessary Standard:

- Access, use, and disclosure of PHI must be limited to the minimum amount of information necessary to accomplish the intended purpose.

3. Secure Handling of PHI:

- Electronic PHI (ePHI) must be stored and transmitted securely, using encryption and secure communication methods.
- Physical PHI must be stored in locked areas and only accessible to authorized personnel.
- Dispose of PHI securely by shredding paper records and ensuring ePHI is permanently deleted from electronic devices.

4. Workstation Security:

- Ensure that computer screens displaying PHI are not visible to unauthorized persons.
- Log out of systems containing PHI when not in use.
- Use strong, unique passwords and change them regularly.

5. Reporting Incidents:

- Immediately report any suspected or actual breaches of PHI to the designated Privacy Officer.
- Cooperate with investigations of reported incidents.

6. Training and Awareness:

- Participate in HIPAA training sessions and refreshers as required.
- Stay informed about updates to HIPAA regulations and organizational policies.

7. Sanctions for Non-Compliance:

- Failure to comply with this policy may result in disciplinary action, up to and including termination of employment, and potential legal consequences.

Acknowledgment and Agreement:

I, the undersigned, acknowledge that I have read, understand, and agree to comply with the Healthcare Staff HIPAA Compliance Policy. I understand the importance of protecting PHI and my role in maintaining compliance with HIPAA regulations. I also understand the consequences of violating this policy.

Signature: _____

Name (Print): _____

Position: _____

Date: _____

Privacy Officer Contact Information:

For any questions or to report an incident, please contact:

Mouna Lafkier, Managing Director

757-343-9851

Compassionate.handsvb@gmail.com