

What is Protected Health Information or PHI?

In a nutshell, (PHI) is any health information created or received by your employer that identifies a specific person. The main categories of PHI are electronic records, paper records and spoken communication.

A patient's medical record is one of the most visible pieces of PHI; PHI can include other materials and information that you may not have thought about before. Things like a Patient status boards, insurance, cards, codes that document a certain procedure, physician dictation tapes- even calling out a patient's name in the waiting room can count as PHI.

Some kinds of information become only in combination with other pieces of information. A ZIP code alone won't identify a person, but along with other identifiers- like an insurance card and a telephone number – the ZIP code could be an important clue to the person's identity. Therefore, the ZIP code is PHI because it gives you a reasonable basis for connecting information to a person's identity.

Along these lines, any information that reveals the past, current, or likely future state of a person's health counts as PHI.

All health information that identifies an individual is protected under HIPAA. It doesn't matter whether your organization creates the health information or receives it from another source, like a lab or an ambulance service. You must treat it just as carefully as information generated by your facility.

Individual Identifiers can include:

- Names
- Date of Birth
- Zip code
- Telephone numbers
- Fax number
- E-mail addresses
- Social Security Numbers
- Medical Records numbers
- Account numbers
- Device identifiers and serial numbers
- Finger and Voice prints
- Photographs

VINTAGE HEALTHCARE SERVICES, INC

HIPAA Compliance Policy

You will be hearing many staff members say “HIPAA” when talking in public areas. So what is HIPAA stands for HEALTH INSURANCE PORTABILTY & accountability ACT.

HIPAA is a federal regulation and failure to comply may result in a fine and/or imprisonment

HIPAA EXPECTS YOU AS A VINTAGE HEALTHCARE WORKER TO RESPECT AND PROTECT A PATIENT’S PRIVATE HEALTH INFORMATION (PHI).

As an employee of Britty Home Health Care, Inc. you need to be aware of your responsibility to protect the patient’s PROTECTED HEALTH INFORMATION.

All patient information (PHI) is on a need- to-know basis and is confidential. It is not to be discussed with anyone expect a doctor or nurse behind the nurse’s station or closed doors when appropriate with other employee members.

No information (PHI) is to be left out in the open or carried from one area to another without being covered. This includes charts, rosters, faxes, log books or any other documents containing information or referencing patients.

All signs restricting personnel in certain area must be observed. Only go into areas of the facility that pertain to your job or “employee only areas”.
(ex. Business office area, MD’s office).

I understand the importance of HIPAA regulation, have received information about HIPAA and agree to follow the guidelines explained to me. I also understand that consistent failure to follow the guidelines may result in termination.

The sheet attached explains what HIPAA is and provide examples.\

Employee Signature

Date