



## HIPAA and The Privacy Rule

### Who is required to comply with HIPAA regulations at TRMC?

All employees and persons doing business the Trinitas must comply with HIPAA regulations. This includes, but is not limited to administrators, physicians, clinical and non-clinical staff, contracted personnel, vendors, volunteers and students.

### What can you do to make sure we are HIPAA compliant?

- Know your responsibilities under HIPAA. Follow policies, procedures, and practices that we use to be HIPAA compliant.
- Be aware of what information must be protected. PHI (Protected Health Information) includes any information that could identify a person and is generated or received TRMC. This information must be kept private whether it is written, spoken or in electronic form.
- Remember the minimum necessary rule. Only access PHI you need to do your job. Any time you share information with others, provide only the information the other person or organization needs.
- If you have any questions about the Privacy Rule and how it affects your job, talk to your supervisor or contact the Privacy Officer.
- All employees are expected to adhere to the HIPAA privacy standards and to report any known or suspected violations to the Privacy Officer.
- Notices of Privacy Practices (NPP) should be posted in a clear and prominent location at every site where care is provided.

### The TRMC Privacy Officer is:

**Valdery Campos, Director of Health Information Services (ext 5317)**

The privacy officer is responsible for managing all ongoing activities related to the development, implementation, maintenance of and adherence to TRMC policy and procedure relating to privacy and access to patient health information.

## What Can You Do to Protect Our Patient's Privacy?

- Do not discuss confidential information in public places.
- Speak softly when discussing health related information with patients in waiting rooms or other public areas.
- Lock filing cabinets or file rooms when unattended.
- Discard unwanted documents containing PHI in locked bins or shredders.
- Keep computer screens away from public view.
- Do not share your computer password with anyone.
- Transport medical records face down, so others cannot see them.
- Do not leave medical records visible in an unattended area.
- Do not allow visitors without a visitor pass access to patient care areas.
- Restrict sending patient information through e-mail.