

HIPPA REGULATION & ACTIONS

I have training on the privacy rule; the training covered the following topics:

- Background and history of HIPPA
- Definition of protected health information
- Notice of privacy practices
- Minimum necessary use and disclosures of protected health information
- Responsibility to protect protected health information
- Patient's rights in regards to uses and disclosure of protected health information
- Name and contact information of the privacy office
- Sanction for privacy violations
- Be sure that our patients understand their HIPPA rights
- Only discuss a patients protected health information (PHI) when necessary
- Releasing a patients PHI for the purpose of treatment, payments, or health care operations (TPO) is permissible
- Keep phone conversations about PHI Private
- Do not read patients files in plain sight
- Do not read patients files unless you are authorized
- If you see an apparent HIPPA violations, report it to our office
- Make sure that our business associates also comply with HIPPA
- Make sure that all HIPPA related forms are kept on file for at least six years

I understand that the mechanisms used to protect my clients health information and will follow the agency's policies and procedures in regards to protecting health information. I understand my duty in this regard, and understand that if I violate the agency's privacy practices that sanctions will be applied to me, these sanctions may include verbal warnings probation, or termination of employment depending on the severity and nature of the violation

Employee Name: _____

Employee Signature: _____

Date: _____