

Introduction to HIPAA

Introduction to the Health Insurance
Portability and Accountability Act
(HIPAA)

Why?

This training is required because the Health Insurance Portability and Accountability Act mandates that University Hospital tell, train and test all employees about these standards and rules.

It is estimated that this will take you 15 minutes to complete (this will vary if it is incorporated with the security module)

Introduction to HIPAA

You will learn these HIPAA regulations developed by the United States Department of Health and Human Services, which require health care institutions to guarantee the security of patient medical information and also protect the privacy of patients and their protected health information

You must have this information to properly perform your job and protect patient information.

HIPAA Requirements

The United States Department of Health and Human Services expects all Covered Entities to comply with the regulations of the HIPAA standards

Covered Entities are:

- Health care providers
- Health care plans
- Health care clearinghouses
- Employers

HIPAA Requirements

HIPAA Standards tell Covered Entities how we will conduct business to

- guarantee the security of patient medical information (the records themselves)
- protect the privacy of patient medical information (any other documents with patient information)

HIPAA Requirements

All Covered Entities will use the same codes and standards for

- diagnosis, procedures, services
- enrollment for insurance
- eligibility investigation
- claims (status, attachments, changes)
- referrals, authorizations
- in other words.....all transactions

HIPAA Requirements

All covered entities must control all access to patient protected health information (PHI) that is defined by the HIPAA standards

Generally, this is any information that can identify a patient (individually identifiable patient information)

All covered entities must monitor who has accessed PHI and be able to report that information.

HIPAA Requirements

Employees must see only the “minimum necessary” protected health information needed to fulfill their job requirements

All covered entities must require employees to sign a statement certifying that they will honor all policies and procedures required to guarantee the security of patient information and protect the privacy of patient information

HIPAA Requirements

Any violations of these policies and procedures must be reported and HIPAA requires sanctions or disciplinary actions be taken. There are mandatory monetary and criminal penalties

HIPAA Requirements

University Hospital must comply with the HIPAA Privacy Standards by April, 2003.....less than two years!! We have a lot of work to do.