

HIPAA and HITECH

Education and Training
AABR, Inc.

HIPAA: Health Insurance Portability and Accountability Act of 1996, and it provides guidance and regulations regarding privacy.

HITECH Act: Health Information Technology for Economic and Clinical Health Act of 2009, and it provides guidance and regulations regarding privacy records on the computer or through the internet.

PHI: Protected Health Information which includes: name, address, date of birth, Social Security Number, Health Care ID number/Insurance information, email address, Driver's License or State ID numbers.

Our Privacy Commitment to Individuals:

- We will protect the privacy and share information about the people we support only with those who need to know and are allowed to see the information to assure they receive quality services.
- Only the minimum amount of information needed to provide quality services should be shared.
- If we must get rid of old paper or electronic files that have PHI, then the files must be destroyed to the point of being unreadable.
- Report any suspected breach in security concerning PHI

Protection of Electronic Health Information – to secure transmissions over the internet we must use:

- Encryption
- Passwords for electronic files
- Log off the computer when we are away from our desks

We cannot share Individuals' PHI without their consent. The only reasons we must share PHI without their consent are because of the following:

- Health and safety reasons or emergencies
- Government audits or investigations
- A subpoena from the courts

Individuals Have the Right to:

- Look at their clinical records and get a copy
- Ask to change records if they think they are wrong
- Ask for a list of the people who received their clinical information
- Ask to not use or share their clinical information in some cases
- Complain if they believe their privacy rights have been violated