Building a Culture of HIPAA Compliance

Tips for Day-to-Day HIPAA Compliance:

- Do **report all privacy violations** of which you may see, overhear, or become aware. Tell your physician, manager, or your Privacy Officer.

- Don't think you can handle it simply on your own. **Patients have specific rights** under HIPAA in terms of privacy complaint responses.

- **Your actions and your words impact patients' trust**. Patients see what you do as reflecting on your entire practice; patients increasingly expect and value privacy.

- **Report privacy issues right away**. The more time that passes, the more upset a patient may become. Don't make the patient say "What took you so long?"

- Do you use a personal or office laptop at work? **Lock it up** when you leave. Laptops are the number one stolen device by identity thieves. Medical records are highly valued for stolen content for their rich source of personal information.

- Remember that **personal health information (PHI) is protected**. So is personal information that identifies the patient.

- Advocate for patient confidentiality by regularly **shredding all confidential information**…anything with a patient name on it is confidential.

- Guard against access to your computer log on, by locking your computer or logging out. You have a responsibility to **protect your sign on**.

- With increasing workplace technology (computers, pagers, monitors, cellphones, faxes, printers, texting, emailing, etc.) do **protect your work space** from distractions and intrusions – anything that would compromise your attention to the patient information, and to patient safety.

- Last but not least – **do not post anything about patients on a social network** (such as Facebook, Twitter, etc.) without their written permission. Even if you do not include the patient's name, and even if you post it while you are at home, it may still be protected health information (PHI).

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