

HIPAA Training March



“HIPAA Breaches & Reporting”



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The Physician Practice Management Company®

What can YOU do to prevent attacks?

- Don't download unknown files or programs they might contain a virus or malware.
- Don't disable your protection software.
- Choose a complex password, don't share it or leave it where it can be found.
- Don't download PHI but if you have to, delete as soon as you don't need it anymore.
- Lock and secure your office, shred or secure papers with PHI at the end of every day.



What Argus Does to *Prevent* Attacks



1. Implementation of technical security controls, i.e.

firewall, antivirus software, security patches, time out to log-in screen, auditing software, etc.

2. IP address restrictions

3. Staff training (Oh, Hello there 🙌)

4. Policies and Procedures

“Between 2009 and 2023, 5,887 healthcare data breaches of 500 or more records were reported to OCR. Those breaches have resulted in the exposure or impermissible disclosure of 519,935,970 healthcare records.”

Unauthorized acquisition, access, use or disclosure of protected health information (PHI) compromises the security or privacy of such information.



WHAT YOU CAN DO TO PREVENT DATA LOSS:



- Don't download data on your laptop, tablet, smart phone. Just access what you need and leave it in the cloud.
- If you do download, delete as soon as possible.
- Use a complex password or other technology to lock your device.
- Don't leave device where accessible.



EMPLOYEE ERRORS



- Failing to provide patient records on a timely basis.
- Failing to honor the expiration date on records.
- Releasing information to the wrong people.
- Releasing too much or the wrong information.
- Snooping.
- Improper record disposal 1% (down from 3%)

WHAT ARGUS DOES TO PROTECT FROM LOSS:

- Training, training, & even more training 😊
- Policies & Procedures
- Risk Management readily available to answer any questions.
 - compliance@prohealthpartners.com





PREVENTING HIPAA VIOLATIONS



What You Can Do:

- Know the rules.
- Follow the rules.
- Review Trainings annually.
- If you are unsure, ask!
- If you see something, say something.



 **Argus**

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Form PF-8000 HIPAA INCIDENT REPORT FORM

INCIDENT DATE: _____ REPORT DATE: _____

PATIENT NAME: _____ PHYSICIAN NAME: _____

IF MULTIPLE PATIENTS, LIST ON SEPARATE PAPER AND ATTACH

STAFF NAME COMPLETING REPORT: _____

STAFF NAME(S) INVOLVED IN ERROR: _____

DETAILS of Violation

NATURE OF INCIDENT

- Rx/SureScripts Error
- Lab/Diagnostic Report
- Medical Record
- Correspondence
- Other, please explain any of these incidents in detail below:

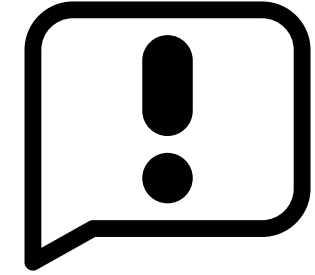
EFFECT



CONSEQUENCE OF THE ERROR:

(i.e. patient received wrong Rx, wrong Lab Report, etc.)

PREVENT REOCCURRENCE



CORRECTIVE ACTION PLAN

(Work with HIPAA Privacy Officer to develop plan to prevent recurrence)



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Corrective Action Timeframe



CORRECTIVE ACTION TIMEFRAME

Immediately One Week

Two Weeks One Month

Date for Completion:

Date Completed:

Copy This Report To: Physician, Regional Manager, Privacy Officer



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IT CAN HAPPEN TO YOU!



DEPARTMENT OF HEALTH & HUMAN SERVICES

Office of the Secretary

Voice - (800) 368-1019
TDD - (202) 619-3257
Fax - (202) 619-3818
<http://www.hhs.gov/ocr>

Office for Civil Rights
200 Independence Avenue, S.W.,
Room 509F
Washington, DC 20201

September 23, 2014



Re: OCR Transaction Number: 14-187905

Dear Dr. [REDACTED]

On June 11, 2014, the U.S. Department of Health and Human Services (HHS), Office for Civil Rights (OCR), received a complaint alleging that your office, the covered entity, has violated the Federal Standards for Privacy of Individually Identifiable Health Information and/or the Security Standards for the Protection of Electronic Protected Health Information (45 C.F.R. Parts 160 and 164, Subparts A, C, and E, the Privacy and Security Rules). Specifically, the complaint alleges that your office fails to safeguard patients' protected health information by leaving charts out in plain view for other patients to see. This allegation could reflect a violation of 45 C.F.R. § 164.530(c).



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DOCTOR, MEDICAL ASSISTANT, BILLER, ETC.

- Jail time
- Fines
- OIG sanction list

