

HIPAA

Health Insurance Portability and Accountability Act

PROTECTING PATIENT PRIVACY IS EVERYONE'S RESPONSIBILITY

Remember, compliance with the HIPAA law is mandatory and ignorance of the law is no excuse. As a UVA Community Health, Inc. team member, you are required to know your role in protecting patient privacy.

Do



...lock your workstation when you leave your desk.
(Ctrl+Alt+Delete)

...use authorized shred bins to destroy patient information that is no longer needed.

...protect patient information as if it were your own.
Respect a patient's right to privacy.

...remain aware of your surroundings. Keep your voice down when you are speaking about patient information, especially in close spaces.

Don't



...write down passwords and/or leave personal log-in information where it can be taken.

...leave protected health information unattended on fax machines, printers, or desktops.

...discuss patient information with anyone other than the patient or the patient's designated representative, unless the information is required to complete your job duties.

...allow unauthorized individuals to enter secured areas by following closely behind you after you swipe your badge or use your key (also known as 'tailgating')

If you have questions about your role in protecting patient privacy or the HIPAA law, contact the Compliance & Privacy Office at:

1-877-266-7632