



# HIPAA NEWS

Naval Dental Center Southwest



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## DO YOUR PART... RESPECT, PROTECT, AND SECURE PROTECTED HEALTH INFORMATION (PHI)!

### CONFIDENTIALITY . . .

The delicate balance between all employees, physicians and volunteers need to know and the patient's right to privacy is at the heart of HIPAA – Privacy.

### PROTECTION OF PATIENT PRIVACY

ALL healthcare employees (patient and non-patient care areas) are obligated to protect patient privacy rights! This includes health information in **ANY** form or media (i.e., electronic, paper, oral, CD, diskette, and microfilm).

### PHI INCLUDES THE MEDICAL RECORD AND...

- Name
- Photographic images
- Any date (birth date, admit date, discharge date)
- Fax numbers
- Social Security Number
- Health plan beneficiary number
- Address including street, city, county, zip code
- Finger or voice prints
- Telephone numbers
- Electronic e-mail addresses
- Medical record number
- Web Universal resource locator (URL)
- Account number
- Drivers license number
- Internet address (IP)
- Any other unique identifying number, characteristic, or code

### HIPAA Compliance

HIPAA Mail – [hipaamail@ndcsw.med.navy.mil](mailto:hipaamail@ndcsw.med.navy.mil)

#### Privacy Officer

*CAPT William Deuring, DC*

#### HIPAA Compliance Specialist

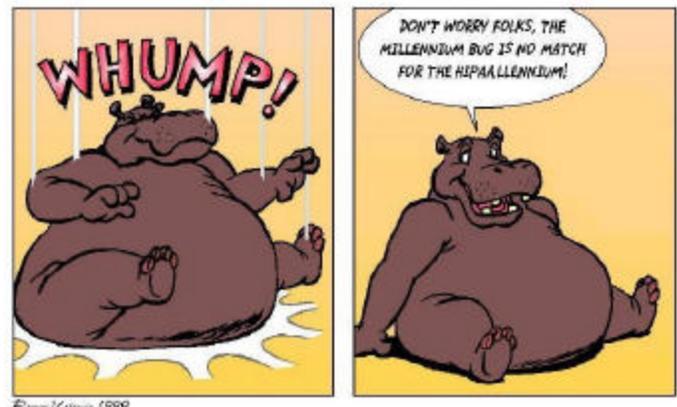
*Peter Gyorgy (619) 556-9917*

## REAL STORIES ABOUT FAILURES TO SAFEGUARD PROTECTED HEALTH INFORMATION (PHI)

2001 - Eli Lilly accidentally sent e-mail to Prozac users on an informational listserv revealing identities of numerous other Prozac users...

2000 - Darryl Strawberry's medical records from a visit to a New York hospital were reviewed 365 times. An audit determined less than 3% of those reviewing his records had even a remote connection to his care.

2002 – In December, computer equipment containing information on more than 500,000 military members was stolen from TriWest Healthcare Alliance, a DoD health care contractor. The computers were stolen from a TriWest Healthcare Alliance office in Phoenix on Dec. 14. TriWest provides managed health care to 1.1 million military personnel and their families in 16 states for DOD's health care service, known as the Tricare Management Activity.



*Ronan Valentin 1999*

## AREN'T WE DOING THE BEST WE CAN TO PROTECT PATIENT PRIVACY NOW?

During a Gallup survey commissioned by Medic Alert Foundation in November 2000, 77% (**seventy-seven percent**) of the respondents said the privacy of their personal health information is very important; 61% (**sixty-one percent**) are very concerned that their personal health information might be made available to others without their consent; 55% (**fifty-five percent**) would not trust an insurance company or a managed care company to keep their personal health information private and secure.

## EIGHT WAYS YOU CAN PROTECT PATIENTS' PRIVACY

- Treat all information as if it were about you or your family.
- Access only those systems you are officially authorized to access.
- Use only your own User ID and Password to access systems.
- Access only the information you need to do your job.
- Only share sensitive and confidential information with others that have a "need to know."
- Refrain from discussing patient information in public places.
- Create a "hard to guess" password and never share it.
- Log-off or lock your computer workstation when you leave it.

## FAQs CORNER

In this section we answer Frequently Asked Questions (FAQs).



**Q: Why do we need a Privacy Officer at NDCSW?**

**A:** The Privacy Officer is responsible for overseeing and implementing the NDCSW Privacy Program and the MTF's compliance with the requirements of HIPAA, setting standards for privacy of individually identifiable health information, setting up training and communication programs for NDCSW's employees about privacy and for receiving complaints about matters of Patient Privacy.

**Q: What kind of training will the Privacy Officer conduct?**

**A:** All NDCSW employees will receive training on the obligations we have regarding privacy of health information. The Privacy Officer may oversee initial and ongoing training for all members of NDCSW's workforce on the policies and procedures related to protected health information (PHI) as necessary and appropriate to carry out their job related duties.

## COMING SOON: NOTICE OF PRIVACY PRACTICES (NPP)

In an effort to reach nationwide HIPAA compliance goals, TRICARE Management Activity has created the Notice of Privacy Practices (NOPP).

HIPAA requires the Military Health System to inform all beneficiaries about how personal health care information is used, provide guidance on patient privacy rights, and limit use and disclosure of personal health care information to the minimum required.

TMA will begin distributing the NOPP to **ALL** military beneficiaries from January 2003 through March 2003.

The effective date for the NOPP (and the entire Privacy Rule) is April 14, 2003.

## PRIVACY WORD SEARCH

P I E C N A V E I R G W  
 T R A I N I N G N M E L  
 L P R I V A C Y F B C P  
 A T N E I T A P O B N R  
 I Z F A A P I H R L A O  
 C A E E Y O L P M E I C  
 I D E N T I F I A B L E  
 F S D R A D N A T S P D  
 F H E A L T H C I D M U  
 O B L I G A T I O N O R  
 F C O M P L A I N T C E  
 S N O I T A L U G E R N

COMPLAINT  
 COMPLIANCE  
 EMPLOYEE  
 GRIEVANCE  
 HEALTH  
 HIPAA  
 IDENTIFIABLE  
 INFORMATION

OBLIGATION  
 OFFICIAL  
 PATIENT  
 PRIVACY  
 PROCEDURE  
 REGULATIONS  
 STANDARDS  
 TRAINING

