



# **Fortus Group Travel, Inc.**

181 Genesee Street \* Utica, New York \* 13501

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## **HIPPA STANDARDS & INFORMATION MANAGEMENT FOR HEALTHCARE PROFESSIONALS**

### **Purpose:**

As a health care professional, you will have access to confidential information. The purpose of this document is to help you understand your duty regarding confidential information and HIPAA standards. Confidential information includes but may not be limited to any patient information, medical images, conversations and reports. You may learn of or have access to some or all of this confidential information through patient files, a computer system or through other employment activities.

### **Suggested Practices:**

- Access patient information only as needed to perform duties.
- In no way divulge copy, release, sell, loan, review, alter or destroy any confidential information except as properly authorized.
- Ascertain that institutional policies on confidentiality and release of information are consistent with regulations and laws.
- Follow guidelines for masking patient identity in situations where the identity is not necessary.
- Ensure that policies concerning the right of patients to have access to their own medical records are followed.
- Adhere to guidelines for securing necessary permission for the release of medical information for research, education, utilization review, and other purposes.
- Become familiar with and practice specialized processes to protect sensitive information from media representatives regarding patients in the public domain.
- Turn over the appropriate entity, the request for and release of medical information such as psychiatric, HIV status, or substance abuse treatment records.
- Educate patients about facility policies on confidentiality.
- Report activities by any individual or entity suspected of compromising the security of confidential information.
- If using electronic email, limit the communication to non-confidential information. If confidential information must be communicated by electronic transmission, it must be encrypted to protected confidentiality.
- Understand that obligations for confidentiality will continue after termination of employment.
- Understand that failure to comply with HIPPA standards may result in loss of employment and other legal consequences.

This list is a group of suggested practices to assist the healthcare professional in adhering to HIPPA Standards. This list is not exhaustive and the healthcare professional must follow the policies and practices of the facility where he/she is assigned.

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I have read, understand, and will make every effort to comply with the suggested practices for:

## **HIPPA Standards and Information management for Health Care Professionals**

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Please return this page with signature to Fortus Group Travel, Inc.