

Compliance Summary

To protect the confidential information of Regional One Health (Organization) and our patients a Compliance program has been implemented. The key points below outline some key points of protection. Please note that the items listed below are just a snapshot of the Organization's Policies and procedures.

HIPAA Privacy and Security

- Only access information that you need to do your role.
- Ensure that you have the patient's consent *before* discussing any protected health information (PHI) such as diagnosis and treatment information in front of anyone not providing direct patient care (i.e., family members, friends, guards, etc.).
- Speak quietly when discussing a patient's condition with family members in a waiting room or other public areas.
- Avoid using patients' names in public hallways and elevators.
- Emails containing PHI (including attachments) should ***ALWAYS*** be encrypted.
- Don't email PHI to a private email address.
- Don't use your personal email address to send company and patient data.
- Don't try to bypass any company security controls.
- Don't share usernames and passwords.
- Always maintain the security of documents containing PHI (*rounding sheets, etc.*).
- Never leave information containing PHI unattended.
- Use a coversheet when sending a fax.
- Dispose of confidential materials in shredder bins.
- ***Always*** log off your computer before leaving your work area.
- Don't download PHI to a mobile device or jump drive.
- Photographs shouldn't be taken unless required for patient treatment.
- Report any suspicious activity to the Privacy Officer and/or your direct supervisor immediately.
- Report any lost or stolen equipment to IT and/or your direct supervisor immediately.

Social Networking

- Don't reference ***any*** PHI, including name, demographic information, diagnosis, or image.
- Accessing social networking sites is ***not*** permitted, unless in the performance of duties.

Cell Phone Usage

- The use of personal cell phones, unless required in the treatment of our patients or for official ROH business, should be limited and not interfere with duties.