



Brief Overview of the Federal Law

The Health Insurance Portability and Accountability Act of 1996, otherwise known as HIPAA, is a federal law that includes the following parts:

- **Privacy.** The privacy regulations govern who has access to Protected Health Information (PHI) of patients. They insure that PHI is used appropriately by creating a national minimum standard of privacy (state laws can be more stringent). The privacy regulations also give patients specific rights regarding their health information.
- **Security.** The security regulations govern how health information is protected. They establish safeguards for Protected Health Information (PHI).
- **Electronic Data Interchange (EDI).** The EDI regulations promote electronic transactions to increase efficiency and save costs in the administration of health care delivery and its payment systems.

Information Privacy & Security Concepts: Protected Health Information (PHI)

Protected Health Information (PHI) is *information related to a person's health care treatment* and to the corresponding payment for those services. PHI includes information that could reasonably *identify an individual* (patient identifiers) and *sensitive health information*. Anyone who interacts with patients or works with PHI in any form (oral, written, or electronic) must be trained on specific privacy policies that are relevant to their job functions.

Information Privacy & Security Concepts: Patient Rights

Henry Ford Macomb has developed policies and procedures to ensure that the patient rights provided by federal law are respected and delivered. Anyone who works with patients or with PHI in any form (oral, written or electronic) must be trained on specific privacy policies pertaining to patient rights.

Information Privacy & Security Concepts: Incidental and Oral Communications

We often need to discuss patient information in places such as the Emergency Department or a semi-private room, where privacy is often difficult to achieve. From time to time, these discussions may result in an "incidental" disclosure of PHI. The goal of the privacy regulations is not to prevent discussions related to treatment, but rather to **ensure that the organization - and its employees, students, physicians and vendors - are doing what is reasonable to protect a patient's PHI.** *Whenever possible, conversations containing PHI should be avoided in public places such as hallways, elevators, lounges, and cafeterias.*

Information Privacy & Security Concepts: Minimum Necessary

We allow access only to the minimum PHI necessary to perform a specific task or job. This means employees are allowed to access only the patient information that they need in order to perform their job functions. Therefore, employees cannot use their access to patient information to look up records of themselves, their children, friends, relatives or neighbors.



Patient Privacy and Information Security

HENRY FORD MACOMB HOSPITALS

Information Privacy & Security Concepts: Safeguards and Security

All healthcare organizations are required to implement and maintain appropriate safeguards to protect PHI from unauthorized access and unauthorized uses and disclosures. Through its privacy and security policies, Henry Ford - Macomb has a variety of safeguards and security procedures, such as:

- Improved log-on mechanisms—including new safety standards relating to passwords
- Information systems that require passwords to log-on and to log-off after periods of inactivity
- Safeguarding the placement of computers, printers, and fax machines to limit potential access by unauthorized users
- Verifying the identity of persons requesting PHI
- Requiring confidential information sent via e-mail to be encrypted
- Encryption and monitoring appropriateness of system access through audit trails
- Role-specific levels of access and allowing access to patient information only as necessary to perform job functions

Information Privacy & Security Concepts: Privacy Officer & Security Officer

All healthcare organizations are required to have a Privacy and Security Officer. Their responsibilities are to oversee the organization's compliance with information privacy regulations and security regulations, respectively. Any employees with information privacy or security concerns are asked to report their concerns to their Supervisor, Director, or to the Compliance Officer, Information Security Officer, or the Compliance Hotline (contact numbers listed below).

Information Security Officer: Glenda Sparkman - 586-263-2878

Business Integrity Officer: Debora Murray - 586-263-2334

Privacy Specialist: Marilyn Edwards - (313) 874-3799

HFHS Compliance Hotline is 1-888-HFH-3044 or

Visit www.MyComplianceReport.com (use access ID: HFH)

2014

Hospital National Patient Safety Goals

The purpose of the National Patient Safety Goals is to improve patient safety. The goals focus on problems in health care safety and how to solve them.

Identify patients correctly

NPSG.01.01.01

Use at least two ways to identify patients. For example, use the patient's name *and* date of birth. This is done to make sure that each patient gets the correct medicine and treatment.

NPSG.01.03.01

Make sure that the correct patient gets the correct blood when they get a blood transfusion.

Improve staff communication

NPSG.02.03.01

Get important test results to the right staff person on time.

Use medicines safely

NPSG.03.04.01

Before a procedure, label medicines that are not labeled. For example, medicines in syringes, cups and basins. Do this in the area where medicines and supplies are set up.

NPSG.03.05.01

Take extra care with patients who take medicines to thin their blood.

NPSG.03.06.01

Record and pass along correct information about a patient's medicines. Find out what medicines the patient is taking. Compare those medicines to new medicines given to the patient. Make sure the patient knows which medicines to take when they are at home. Tell the patient it is important to bring their up-to-date list of medicines every time they visit a doctor.

Use alarms safely

NPSG.06.01.01

Make improvements to ensure that alarms on medical equipment are heard and responded to on time.

Prevent infection

NPSG.07.01.01

Use the hand cleaning guidelines from the Centers for Disease Control and Prevention or the World Health Organization. Set goals for improving hand cleaning. Use the goals to improve hand cleaning.

NPSG.07.03.01

Use proven guidelines to prevent infections that are difficult to treat.

NPSG.07.04.01

Use proven guidelines to prevent infection of the blood from central lines.

NPSG.07.05.01

Use proven guidelines to prevent infection after surgery.

NPSG.07.06.01

Use proven guidelines to prevent infections of the urinary tract that are caused by catheters.

Identify patient safety risks

NPSG.15.01.01

Find out which patients are most likely to try to commit suicide.

Prevent mistakes in surgery

UP.01.01.01

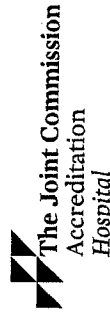
Make sure that the correct surgery is done on the correct patient and at the correct place on the patient's body.

UP.01.02.01

Mark the correct place on the patient's body where the surgery is to be done.

UP.01.03.01

Pause before the surgery to make sure that a mistake is not being made.



This is an easy-to-read document. It has been created for the public. The exact language of the goals can be found at www.jointcommission.org.