

HIPAA – Health Insurance Portability and Accountability Act

Although this 1991 law has the word “insurance” in its title its main impact on you is strict control on patient information. There are three aspects: access control; an audit trail of who has access (to what data and when they had access); and disposal of the data properly once its retention period is up.

Acumed expects all agents with access to patient data to read the following summary of the HIPAA Privacy Rule - ([PDF](#) - 208KB). For government-provided user friendly guidance, paste this link in your browser: <http://www.hhs.gov/ocr/hipaa/privacy.html>

More specific language may be found in the following government links:

- Introduction ([PDF](#)) ([WP](#)) ([RTF](#))
- General Overview ([PDF](#)) ([WP](#)) ([RTF](#))
- Incidental Uses and Disclosures ([PDF](#)) ([WP](#)) ([RTF](#))
- Minimum Necessary ([PDF](#)) ([WP](#)) ([RTF](#))
- Personal Representatives ([PDF](#)) ([WP](#)) ([RTF](#))
- Business Associates ([PDF](#)) ([WP](#)) ([RTF](#))
- Uses and Disclosures for Treatment, Payment, and Health Care Operations ([PDF](#)) ([WP](#)) ([RTF](#))

In summary:

- 1) Please understand the above information or ask for additional training.
- 2) Retain a record of HIPAA training on all employees that have access to patient identity.
- 3) Additional requirements may exist at your customers (hospitals, clinics), for example “Business Associate Agreements”.
- 4) The only personnel in your business who should have access to any patient identity (eventually leading to a patient’s address or name) should be those meeting the criteria in the sections above titled “Minimum Necessary”.¹
- 5) It is the responsibility of the agent to retain this record of training.

I have read all of the material presented (including the links above).

Name	
Date	

¹ Revised 10-23-06; Bob Kottman, RN, BS Ceramic Engineer. File location groups/QA/Mgt/PublicStatements/. Bob Kottman, BS Ceramic Engineer, RN