

HIPAA

MONTHLY ALERT

May 2017

1. **Report a privacy or security data incident to your supervisor as soon as possible.** Always do the right thing by protecting your client/patient's privacy and security by reporting any concern you might have.
2. **Applying the Minimum Necessary Rule to telephone messages.** Confidential communication regulations require that client/patient instructions are obtained and followed, including permission to leave telephone messages with protected health information and the exact number at which you can leave the message.
3. **Obtaining valid authorization before disclosing any PHI.** Staff must obtain client/patient signatures on their authorization form before responding to any disclosure requests, even if clients/patients bring in their own "authorization" form. The new authorization form shall specify what records and/or portions of the files will be disclosed. The respective authorization should be kept in the client/patient's record together with the disclosed information.
4. **Safeguards for waiting rooms.** Reposition computer monitors to prevent clients/patients from viewing information on the screens.
5. **Mailing PHI.** Review mailing transactions and its process on a regular basis to find and correct all corrupted client/patient information.



Please look each month for our HIPAA Monthly Alerts distributed through your email.
Send in any suggestions directly to me: judiths@libertyhealth.com,
HIPAA Privacy Officer: Judith Ann Shields.



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