

HIPAA

Monthly Alert FEBRUARY 2018

For 2018, we want to remind everyone of the four most common privacy and security data incidents reported to DHSS in 2017: **Theft and Loss of Laptops, Hacking in Networks, Small Breaches, and Improper Disclosure of Protected Health Information (PHI)**. For the month of February, we want to outline your responsibility for safeguarding information in order to prevent any data incident.

All Liberty staff must be in full compliance with the HIPAA Security and Privacy Rules:

1. **Stolen Laptops with PHI** - If you leave your laptop in the car, double lock the car. Place the laptop in a locked trunk, and then lock the car. If you do not have a trunk that can be locked and inaccessible, then that laptop must be locked in some protected bag or case in the trunk before locking the car.
2. **Hacking** – If you have any indication that PHI has been compromised on a network, notify your supervisor immediately. If you are notified that any of your client’s PHI might have been hacked on a network, make sure that you notify your supervisor immediately to confirm that they too were informed of the possible hacking.
3. **Data Incidents** – If you have any reason to believe that any PHI has been unsecured, contact your supervisor immediately. Don’t wait until you have all the facts, Tell your immediate supervisor about your HIPAA concerns.
4. **Enforcement Issues** – Do not leave paper PHI on your desk EVEN if your office is locked. Since this discloses PHI to anyone who has a key to your office and they may not have a need to know that specific PHI. Double lock paper PHI in a locked office, with PHI in a locked cabinet.

Reference:

<https://www.hhs.gov/hipaa/index.html>

**Please look for next month’s HIPAA alert delivered through your email.
You can also find the HIPAA monthly alerts on Employee Self Service (ESS)**

**Should you have any questions regarding this alert, please contact: Judith Ann Shields Email:
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