

HIPAA

MONTHLY ALERT

August 2017

In compliance with federal regulations that mandate all Liberty employed and subcontracted staff be informed and aware of their obligations regarding the evolving HIPAA rules and regulations, Liberty's Corporate Compliance Department has issued the following informational alert regarding **HIPAA Individual Staff Responsibilities** for the month of August.

In compliance with the **2013 OMNIBUS Rule regarding increased staff responsibilities relative to privacy and security**, please ensure that you are aware of and practicing the following:

1. **Report, Report, Report.**

If you have any reason to believe that a client's confidentiality has been violated, or if Liberty's HIPAA Privacy and Security Program has been violated notify your supervisor immediately.

2. **THUMB drives are generally prohibited.**

Notify your supervisor immediately if you are using a thumb drive for any company confidential information since only Liberty issued encrypted thumb drives from our Security Officer may be used.

3. **Put away any PHI when you leave your desk and/or office.**

Take that extra minute to clear your desk of all PHI when you leave your work area.

4. **DO not USE your personal email account for any Liberty company business.**

Liberty's email is encrypted and will protect the confidentiality of this information; your personal email may not. **NEVER copy or paste any PHI information OR Liberty information onto your personal email.**

5. **Remember, need to know, minimum necessary when you send an email.**

Limit the amount of PHI you send in an email. This rule applies to all verbal, written, and electronic communications. **Never leave PHI on a voice message system.**

For more information regarding the Omnibus HIPAA rulemaking, please click on the following:

[Omnibus HIPAA Rulemaking | HHS.gov](#)

Please look for next month's HPAAs Alert delivered via email.

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

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