HIPAA
Monthly Alert
OCTOBER 2018

6 things you really need to know about HIPAA:

1. **Regularly review** Liberty's Standard Operating Procedures (SOPs) that are located on the Employee Self Service (Liberty's intranet).

> "In Star Wars, if the Death Star had paid more attention to its physical security policies, an unaccompanied Jedi without an "employee badge" would never have been able to gain access to the tractor beam which, when disabled, allowed the Millennium Falcon to escape."
>
> *- Keith Faigin*
> *Prior CIO of a health services company*

2. **Control access** to programs, sensitive data, or equipment. If you have any concern that there is unauthorized access to any electronic system in your program, notify your supervisor immediately.

> "Just think of Flash Gordon. Ming may be merciless, but he has issues with his access control policies. How else could the human Hans Zarkov be reprogrammed with 'Level 6 Conditioning' when he was only authorized for Level 3?"
>
> *- Keith Faigin*

3. **Passwords and login attempts** to your program's PHI should be strongly monitored. If you have any concerns that passwords are not changed regularly or if there is an ability to have too many login attempts, speak to your supervisor immediately.

4. **Read HIPAA monthly** alerts as soon as possible. These messages are created to help you understand the HIPAA regulations and to update you on recent violations disclosed by the Office of Civil Rights (OCR).

5. **Do not open an email** if you do not know the sender. Malicious software can be hidden in attachments sent from an unknown sender. Keith Faigin reminds us of the aliens in Independence Day when, "it just took one overachieving cable guy uploading a virus into the mothership to wipe out their entire civilization."

6. **Disaster planning** is related to HIPAA planning. A significant disaster can destroy both electronic and paper protected health information. Ask your supervisor where your program's disaster plan is located and become familiar with the procedures, so you are prepared for an emergency and your patients' information is safe and protected.

References:
https://www.techrepublic.com/blog/10-things/10-boring-but-really-important-things-you-should-know-about-hipaa-compliance/

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).

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