

HIPAA

HIPAA

Training for Chaplains

What is HIPAA?

- ❖ HIPAA is an acronym for the *Health Insurance Portability and Accountability Act* of 1996
- ❖ HIPAA protects patient's right to privacy
- ❖ HIPAA protects patient's rights to security regarding use of confidential information

OBJECTIVES OF TRAINING

- ❖ Introduce HIPAA
- ❖ Define key terms
- ❖ Apply HIPAA to ARH Chaplaincy Service
- ❖ Reduce risk of breaches of confidentiality and/or security

HIPAA Training Requirements

- ❖ All ARH facilities and programs must comply with HIPAA Privacy and Security Rules
- ❖ Each ARH Employee and Volunteer must be trained in the essentials of privacy and security
- ❖ HIPAA establishes training requirements for *all* workforce members
- ❖ Chaplains must complete annual HIPAA training

Levels of Training

- ❖ Training is geared to the individual's level of contact with patients Protected Health Information
- ❖ **This is the basic training level for Chaplains** who have limited contact with Protected Health Information (PHI)

KEY TERMS

- ❖ PHI- Protected Health Information
- ❖ Facility Directory- aka “Census”
- ❖ Physical Secure- Protected PHI
- ❖ Minimum Necessary- to perform your job



PHI-Protected Health Information includes:

- ❖ PHI – Protected Health Information is any information that can be used to identify a patient
- ❖ Any information that can be used to reveal their identity is considered to be *Confidential*

PHI-Protected Health Information includes:

- ❖ Name
- ❖ Age
- ❖ Address
- ❖ Social Security
- ❖ Room Number
- ❖ Driver's License
- ❖ Diagnosis
- ❖ Physician
- ❖ Spouses' Name
- ❖ Religious Affiliation
- ❖ Medical Record
- ❖ Military Record

PHI-Protected Health Information Includes:

- ❖ Written or Electronic Information
- ❖ Oral Information
- ❖ Medical Record
- ❖ Surgery Schedule
- ❖ Census\Admissions List
- ❖ Religious Preference Census

PHI-Protected Health Information Includes:

❖ Oral Information

- Conversations Among Doctors and other Medical Staff
- *Any* spoken information about the patient
- *Chaplains are encouraged to leave the patient's room when Medical Staff is discussing Diagnosis or Healthcare Options*
- *As a rule we do not ask the patients questions concerning their illness or reason that they have been hospitalized- Chaplains are there to provide Spiritual support and encouragement.*

PHI -Protected Health Information

- ❖ PHI that Chaplains may learn while rounding **should be kept strictly confidential**. Not Repeated- to anyone. Including the Patient's Family, Pastor, or Spiritual care Provider
- ❖ Remember the **Vegas** Rule- What you learn at the Hospital Stays at the Hospital!

Access to PHI

- ❖ Minimal Necessary

- Access is limited to the minimal necessary amount of information to provide services

- ❖ For Chaplains the only information we need to know is the Patients Name and Room Number- which is provided on the Census

Use of PHI

- ❖ As an ARH Chaplain, you are an agent of the Hospital and of ARH
- ❖ You will have access to PHI that Clergy and the general public cannot access
- ❖ Public may inquire about patients at information desk or by calling the Hospital Information Line

HOSPITAL DIRECTORY\CENSUS

- ❖ Chaplains have access at all ARH hospitals to the “Hospital Directory” aka the “Facility Directory”
- ❖ A patient may choose **not** to have name printed in the “Hospital Directory\Census”
- ❖ If patient consents, four entries about the patient may be included in the “Directory”

CENSUS INFORMATION MAY INCLUDE

- ❖ Name
- ❖ Room Number
- ❖ Sex of patient
- ❖ Patient's age

FACILITY DIRECTORY

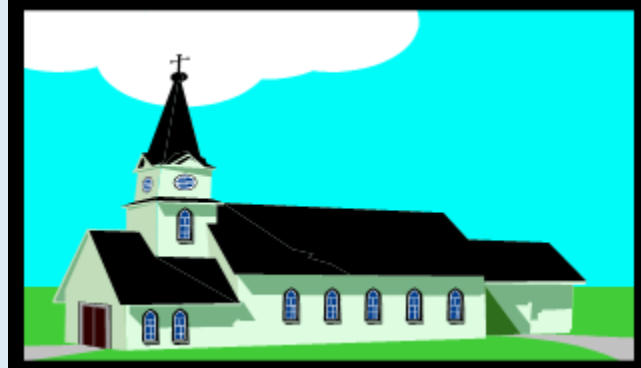
CENSUS SYMBOL LEGEND

- ❖ @ Family members only
- ❖ + Isolation
- ❖ \$ No information to press
- ❖ ^ No information
- ❖ % No visitors
- ❖ ! Prisoner
- ❖ * Okay to release information

Physical Security of Census

- ❖ The Census is strictly for your use as a Chaplain when rounding
- ❖ Keep in a place away from public areas and secured
- ❖ Generally you will need to return Census to point of origin, placing facing down on desk and asking for it to be shredded
- ❖ Do not remove Census from the Hospital
- ❖ If you happen to forget and leave the building with the census, please shred it asap

Reduce risk of breaches of confidentiality



- Do not share Census Information
- Do not place names of patients on prayer lists in the Hospital or at Churches
- Do not share information about patients with other patients

Reduce risk of breaches of confidentiality

- Questions concerning HIPAA or possible violation issues should be addressed to the Director of Chaplaincy Services office (606) 487-7781 or the Vice President of Legal Affairs (606) 439-6937

HIPAA

- Thank you for viewing this training.
- Your annually required certification of this training will be completed once you submit the form for the online training or sign the roster for the in-person training.