

# HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)



# HIPAA

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## ☞ WHAT IS HIPAA?

HIPAA is the Health Insurance Portability and Accountability Act of 1996. This law protects the privacy of a person's medical information and makes sure that it is treated confidentially. The information includes the reason the person is sick, the treatments and medications they receive, Social Security Number and any other personal information. Do not pass this information on unless it involves information professional staff need to know to do their jobs.

The member needs to trust you before they will feel comfortable enough to share any personal information with you. In order for you to provide quality care you will need this information. The member must know that whatever they tell you will be kept private and limited to those who need the information for treatment, payment and health care procedures. The member will have control over who will be told any personal information with or without their permission.

## ☞ HOW TO SAFEGUARD INFORMATION

- Watch what you say, where you say it, and to whom.
- Close doors when talking about private information
- Do not talk about health information in front of others
- If someone asks you a question involving personal information, make sure that person has a "need to know" before answering.
- Do not leave medical records lying around or in an area where others can see them.
- Do not leave private information on an answering machine.

