HIPAA Security Awareness Training

Spring 2015

What is HIPAA?

HIPAA means:

Health

Insurance

Portability and

Accountability

Act

It is a set of regulations issued by the United States Department of Health and Human Services to help insure the *privacy and security* of individual identifiable health information.

Please Note:

This overview is not meant to be comprehensive.

You must:

- Review DBHDS complete policies and procedures referenced on the last slide.
- Consult with DBHDS agency Privacy Officer for clarification or guidance on specific HIPAA related issues.

When in doubt – **ASK**!

Federal Health Information Privacy & Security Provisions Include:

Privacy Rules – effective since April 14, 2003

- Keep protected health information (PHI) confidential, and
- Discipline individuals who fail to keep patient information confidential.

Security Rules – effective since April 21, 2005

- Ensure the confidentiality, integrity and availability of all electronic protected health information, and
- Ensure compliance by the workforce.

2013 Omnibus Rule

- Effective date March 26, 2013

- Provides the final modifications to the HIPAA Privacy, Security and Enforcement rules mandated by the Health Information Technology for Economic and Clinical Health (HITECH).

Why is HIPAA Security Training Mandatory?

- Because you have access to computer equipment or software containing protected health information (PHI), the HIPAA Security Rule requires that you participate in HIPAA Security Awareness training to learn the basic procedures you must follow to protect that information.

Importance of Security Training

Following our electronic security procedures is important because the procedures help to protect the information's :

- *Confidentiality* (only the right people see it)
- *Integrity* (the information is what it is suppose to be – there have been no unauthorized alterations)
- *Availability* (the right people see it when it's needed)

HIPAA Privacy Rules

- HIPAA *Privacy* Rule sets standards for securing all PHI, Including ePHI.

Electronic PHI (ePHI) is:

- Electronically Created
- Electronically Received
- "At rest" or maintained in a storage device such as a computer hard drive, disk, CD or tape
- "In Transit" via the internet, dial-up lines, etc. For example, email, secure file transfer protocol (sFTP), and Electronic Data Interchange (EDI).

- HIPAA *Security* Rule establishes standards for safeguarding ePHI only.

Objectives of HIPAA Security Rule

- Procedures implemented to comply with HIPAA Security Rule must be reviewed and modified, as needed, to ensure the reasonable and appropriate protection of ePHI over time.

- HIPAA Security compliance is an on-going effort that must be constantly monitored.

Basic Computer Security Rules To Remember

- Log Out off any application or software when done.
- Turn off your computer when done.
- Lock your computer when you leave your desk (Control-Alt-Delete)
- Lock up all files, papers, drawers, desks, doors.
- Ensure your computer automatically goes into a “sleep” mode after a certain amount of inactivity.

- *Make Security a part of your everyday routine!*

Rules to Remember Continued

- Position computer monitor away from doors and windows.
- Protect your computer by not changing any settings.
  - Your workstation has been setup and configured for your use and should not be altered.
  - Changing settings can cause the workstation to become unstable.

Rules to Remember Continued

- Never share your password.
- Change your password if you think someone knows it.
- Do Not post your password in your work area (i.e. on a sticky note).
- Do not write password down and keep in work area (i.e. under key board, or on bulletin board).

Final Thoughts on Security

- You are responsible for reporting any security problems that you encounter or observe to the DBHDS Information Security Officer. Email: DBHDSInformationSecurity@DBHDS.Virginia.Gov

- Complete the security awareness training form and return it with your account request.

- Always keep in mind that when in doubt – **ASK!**