

Anthony Medical & Chiropractic

SUBJECT: HIPAA COMPLIANCE	Effective: Immediately
POLICY NUMBER: AMC-1.7006	Review Date: 3-1-2021
PREPARED BY: Human Resources	Revision Date:

CLASSIFICATION: All Employees of Anthony Medical & Chiropractic

POLICY:

This policy has been created to state the company position regarding HIPAA Compliance.

OBJECTIVE:

The purpose of this policy is to establish our confidentiality expectations within the workplace as it relates employees, vendors, business partners, suppliers, contractors, agents or representatives of our company, our services, and our patients.

ASSIGNMENT:

For all professional, patient-related, peer to peer, and employee communications/interactions, both direct and indirect in nature to promote an appropriate and secure process of PHI at Anthony Medical & Chiropractic.

STATEMENT:

Anthony Medical & Chiropractic takes pride in creating a professional and ethical work environment to protect patient health information (PHI). It is vital that employees maintain our strict patient confidentiality policy and adhere to the HIPAA compliance privacy rule. A violation or breach of patient sensitive information will not be tolerated within the organization. Federal law requires all healthcare organizations to maintain HIPAA compliance as a standard operating procedure. If you have any questions regarding HIPAA or you feel you do not fully understand HIPAA compliance laws or have questions regarding HIPAA, immediately speak with your supervisor or HR. As a new employee, you are required to follow HIPAA guidelines to be employed and remain employed with Anthony Medical & Chiropractic Center.

SCOPE OF POLICY:

1. Anthony Medical & Chiropractic Center provides HIPAA training for all new hires.
2. As part of our hiring process, we require all new employees to sign a HIPAA Compliance statement regarding privacy rules in addition to new hire HIPAA training.
3. Anthony Medical & Chiropractic Center provides annual continuing education for HIPAA Compliance.

4. It is an expectation that all employees of Anthony Medical & Chiropractic complete our online training located online via our website using Anthony University.
5. Directors, Managers, Assistant Managers, and Supervisors are expected to review HIPAA Compliance, as needed, within the departments to support our continuing education philosophy in the workplace.
6. Any employee that has questions regarding HIPAA and/or general privacy inquiries are expected to discuss these questions with leadership and/or Human Resources.
7. All employees are expected to inform their immediate supervisor in the event they find themselves needing to access a family member's account. This is to safeguard the employee from an accidental violation of HIPAA.
8. Human Resource will investigate all claims of HIPAA compliance violations in an unbiased manner to bring forth resolution that is researched completely, using any additional resources required, to appropriately vet all claims.
9. Upon a completion of the investigation, any corrective actions determined to be taken will be appropriately assigned to the person(s) identified per the investigation.
10. Anthony Medical & Chiropractic, based on the nature and severity of the verifiable claim(s) may take immediate action up to and including termination.

Date Protection:

We want to ensure that private information about clients, patients, employees, and our company is well-protected. Examples of confidential information are:

- Employee records
- Financial information
- Patient Information (PHI)
- Patient lists (existing and prospective)
- Data, forecasts, and initiatives marked as proprietary or confidential

We also expect our employees to act responsibly when handling confidential patient information following approved HIPAA procedures to assure company compliance.

You must:

- Protect, lock or secure confidential information at all times
- Shred confidential documents when they're no longer needed
- Make sure confidential information is on secure devices only
- Only disclose information to other employees when it's necessary and authorized
- Keep confidential documents inside our company's premises

You must not:

- Use confidential PHI information for your personal benefit or profit
- Disclose confidential PHI information to anyone outside of our company
- Replicate confidential PHI documents and files and store them on insecure devices

This is important for our company's legality and reputation. We will terminate any employee who knowingly breaches our HIPAA/PHI confidentiality guidelines. We may also discipline any unintentional breach of this policy depending on circumstances, frequency, or seriousness of the offense. We will terminate employees who repeatedly disregard this policy, even when they do so unintentionally.