

## **HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA) POLICY**

Consumer records are subject to the privacy guidelines outlined by HIPAA. The HIPAA Privacy Rule provides federal protections for individually identifiable health information held by covered entities and their business associates and gives patients an array of rights with respect to that information. At the same time, the Privacy Rule is balanced so that it permits the disclosure of health information needed for patient care and other important purposes.

### **Employees will:**

- use and disclose confidential health information only in connection with and for the purpose of performing their assigned duties.
- request, obtain or communicate confidential health information only as necessary to perform their assigned duties and shall refrain from requesting, obtaining or communicating more confidential health information than is necessary to accomplish their assigned duties.
- take reasonable care to properly secure confidential health information on their computer and will take steps to ensure that others cannot view or access such information. When they are away from their workstation or when their tasks are completed, they will log off their computer or use a password-protected screensaver in order to prevent access by unauthorized users.
- not disclose their personal password(s) to anyone without the express written permission of their department head or record or post it in an accessible location and will refrain from performing any tasks using another's password.
- document all disclosures of confidential health information, including those authorized by consumers of MILC and any accidental disclosures, in the appropriate consumers file.
- participate in annual training.

MILC reserves the right to take disciplinary action, up to and including termination, for violations of this policy.