Health Insurance Portability and Accountability Act

HIPAA
What is HIPAA?

- Health Insurance Portability and Accountability Act (HIPAA)
- Effective April 14, 2003
- Medical privacy law that impacts doctors, hospitals and employers
Why must GPC comply?

- GPC maintains protected health care information (PHI) about its employees, their dependents, patients and others.
- GPC may access and disclose PHI for treatment payment or operations (TPO).
- You and/or your department may have access to PHI.
Required HIPAA Training

The following departments are required to complete HIPAA training:

- Accounting, Human Resources, Payroll
- Dental Hygiene and Clinic
- Nursing and Student Health Center
- Health and Wellness Program
Required HIPAA Training Continue

- Must complete online training or read the information
- Must complete HIPAA Training Verification form and submit it to Human Resources within 30 days of employment or re-training.
HIPAA Training Material

- Privacy Rule Policy
- Notice of Privacy Practices
- HIPAA Questions & Answers
- HIPAA Training Verification Form
What is Protected Healthcare Information (PHI)?

Protected Healthcare Information (PHI) is any individual identifiable employee or patient information regarding:

• Medical and/or dental history
• Mental or physical condition or treatment
PHI Examples

- Employee/patient name
- Address/telephone/fax number
- Date of birth/date of treatment
- Treatment Records
- Enrollment and claim records
How does GPC use PHI?

- Administer employee benefits plans
- Provide dental and wellness treatment through Dental Hygiene, Student Health Center and Health and Wellness Program
- As permitted or required by law
- Any other use or disclosure prohibited by law and requires authorization for reasons other than treatment, payment or operations (TPO)
Who may be required to access PHI?

- Any employee involved in processing health care federal spending account claims or health insurance forms and claims.
- Any employee or student involved in wellness programming, the Student Health Center or the Dental Hygiene Clinic.
Changes and Modifications to Departmental Practices

- Lock files
- Use passwords on computers that contain PHI
- Determine minimum PHI required for TPO
- Responding to other requests requires authorization
How will GPC safeguard PHI?

- GPC must make reasonable effort to protect PHI by prohibiting access to files containing PHI by anyone other than those identified as needing access to PHI.
- Doors to departments or file cabinets with those records must remain locked when unattended.
Additional Safeguards

- Shred PHI before disposal
- Lock files
- Computer passwords as applicable
Violating the Privacy Rule Policy or GPC Privacy Practices

Employees and students who do not comply with the privacy policies and procedures will be subject to disciplinary action up to and including termination of employment or expulsion from school.
Examples of uses and disclosures or PHI for treatment payment and operations (TPO)

- Submitting enrollment information and premiums to health care providers
- Disclosing to an employee
- Providing customer service
- Resolving grievances and providing information to other providers
- Determining eligibility for services requested by a health care provider
Examples of uses and disclosures or PHI for treatment payment and operations (TPO)

- Auditing files for policy compliance
- Determining validity of health care federal spending account claims
- Determining appropriate treatment and safety precautions for Dental Hygiene Clinic, Student Health Center and Health and Wellness Program
- Underwriting with certain restrictions
Authorization

• Disclosure of PHI is prohibited for reasons other than TPO and requires authorization.
• PHI may be disclosed for any of the purposes specified in an individual’s authorization.
• Authorization must be specific and contain required information.
• Authorizations may be obtained from Dental Hygiene Clinic, Student Health Center and Human Resources.
What disclosures must GPC make without an authorization?

- When required by the U.S. Secretary of Health and Human Services for HIPAA compliance
- When required by law
  - Court Order
  - Subpoena in a civil action or arbitration
  - Law enforcement search warrant
PHI Individual Rights

- Request an inspection of and maintain a copy of PHI
- Request alternative means of communication
- Request an amendment of PHI
- Access individual PHI and PHI disclosures
- Request a six-year accounting of an individual’s PHI upon written request
Individual Rights

GPC will not:

• Coerce individuals to sign consent and authorization forms
• Require individuals to waive privacy rights
• Retaliate against an individual for any right granted by the privacy rules or for filing a complaint, participating in an investigation or opposing any unlawful act related to the Privacy Rule
Complaints

Employees and students may complain to GPC or the U.S. Secretary of Health and Human Services if they believe GPC has violated their privacy rights.
Additional Information

Privacy Officer
Patrice Masterson
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