



UAMS

HIPAA HYPE

**"Confidentiality is everyone's job,
not everyone's business"**



December 2004

The HIPAA Security Rule Effective Date is right around the corner!

April 20, 2005

The UAMS HIPAA Security Rule requires us to put security measures in place to control access to electronic Protected Health Information (**ePHI**) and protect **ePHI** from alteration, destruction, loss or disclosure to unauthorized people.

Did you know?

- ? The Security Rule covers all electronic media.
- ? Electronic media includes
 - computer networks
 - desktop and laptop computers
 - personal digital assistants and other handheld computers
 - magnetic tapes
 - compact disks
 - ALL other means of storing electronic data
- ? The Security Rule requires UAMS to provide a physically secure environment for all **ePHI** and and electronic media.
- ? UAMS must have policies and procedures in place to protect **ePHI** in all its forms.
- ? UAMS WILL track access to its systems to confirm appropriate accesses.
- ? UAMS must train its workforce on policies and procedures implemented to protect **ePHI**.

Your training on new HIPAA security policies and procedures begins in January 2005. Attend a class OR complete a printed self-study module OR complete an on-line training module.

Protecting the integrity, confidentiality and availability of our patients' health information is not just our job and our mission—it's the LAW.

Good Password Management Ideas

- Always keep your passwords confidential.
- Avoid maintaining a paper record of your passwords .
- Change your password if there is an indication of possible compromise.
- Do not use the same passwords for business and personal accounts.
- Change temporary passwords at first log-ons, when prompted.
- Do not include passwords in any automated log-on process, including web pages.
- Always use and maintain passwords in a secure and confidential manner.

Passwords Should Be:

- a minimum length of six characters.
- based on something besides personal information so that it cannot be easily guessed or obtained.
- composed of a mix of numeric and alphabetic characters.
- Examples
 - #G65c1
 - jOke51mn
 - The sky is blue and orange! (as a domain log-on password phrase)

QUIZ

1. Training on new HIPAA security policies and procedure begins when?

2. The Security Rule covers all electronic media. Give an example of electronic media.

3. It is okay to share your password with your office mates. (Check One)
True _____
False _____
4. Give one example of how to create a good password.

Name _____ Dept. _____
Phone number _____

Send to the HIPAA Office, #829, to register for a prize drawing (great Christmas basket)

Do you have any suggestions or questions you'd like to ask? Email us! HIPAA@UAMS.EDU