



UAMS

HIPAA HYPE

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



October 2004

Security Preview

Electronic Protected Health Information (ePHI) means individually identifiable health information that is transmitted by electronic media or maintained in electronic media. Examples include medical transcription that is saved on a diskette, radiology orders displayed on a computer screen and laboratory test results that are emailed to a patient. The **HIPAA Security Rule** requires UAMS to ensure the confidentiality, integrity, and availability of all electronic PHI (**ePHI**) that it creates, receives, maintains or transmits. This includes the storage of ePHI. The Security Rule goes into effect on April 21, 2005.

What does electronic media include?

- Any computer networks
- Desktop and laptop computers
- Personal digital assistants (PDAs) and other handheld computers
- Magnetic tapes
- Compact discs
- Any other means of storing electronic media

How will UAMS enforce the Security Rule?

- UAMS provides a physically secure environment for all ePHI and electronic media.
- UAMS has policies and procedures in place to protect ePHI in all its forms.
- UAMS will track and audit access to its systems to confirm appropriate access.
- UAMS protects against uses or disclosures not permitted by the Privacy Rule.
- UAMS must train its workforce on policies and procedures that are implemented to protect ePHI.

Watch for training sessions beginning January 2005!

Highlights from the UAMS Computer Device Custodial Practices Policy (7.3.03)

UAMS is committed to protecting the confidentiality of information (PHI, ePHI, confidential research data, and confidential employee and student records) maintained on UAMS computer devices and to prohibit unauthorized access to such information. Any systems which create, maintain, transmit or store confidential information must follow the UAMS custodial practices, including:

- **Placement of Workstations (including printers and data entry/display terminals):** Workstations and computers should be placed in secure areas and monitors should not be visible to the general public.
- **Automatic Log-Off Intervals:** All software systems through which ePHI is accessible are required to have automatic log-off. Intervals are determined by UAMS IT Security in conjunction with each department.
- **Activating and Deactivating Passwords:** All information systems through which ePHI is accessible must have some form of access security, such as passwords.
- **Workstation Access:** Access to workstations through which confidential information and ePHI is accessible is granted according to job description and duties. Persons authorized to use confidential information and ePHI in their UAMS job duties are required to safeguard that information and use it only to the extent required by those job duties. In other words, information should only be accessed on a need-to-know basis in the performance of your job.

When we all make protecting the health information of our patients a priority; we are more likely to be in compliance with HIPAA and have integrity in the public eye. All known or suspected violations of the privacy regulations must be reported.

Quiz

1. True or False
Since I work here, I have the right to access anybody's Electronic Protected Health Information or ePHI, even if it doesn't pertain to my job duties.
2. Which of the following are examples of electronic media?
 - A. Any computer networks, and desktops and laptops
 - B. Magnetic tapes and compact discs
 - C. Personal digital assistants and handheld computers
 - D. All of the above
3. All of the following statements are good examples of computer device custodial practices, **except**
 - A. My computer makes me put in a private password when I log-in every morning.
 - B. I only access information as it applies to my job duties, or on a need-to-know basis.
 - C. My computer is visible to anyone who comes to the desk to check-in or out.
4. When does the Security Rule go into effect? _____

Name _____ Dept. _____

Phone Number _____

Send to HIPAA Office, #829, to register for prize drawing!

Do you have suggestions or questions you'd like to ask? E-mail us!

HIPAA@UAMS.EDU