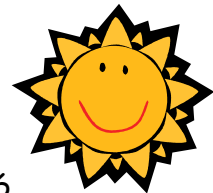


UAMS

HIPAA HYPE

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



July 2006

In this issue:

- Job Duties and Confidential Information
- Use the "Mark Secure" Button
- Hungry? Take Our HIPAA Quiz

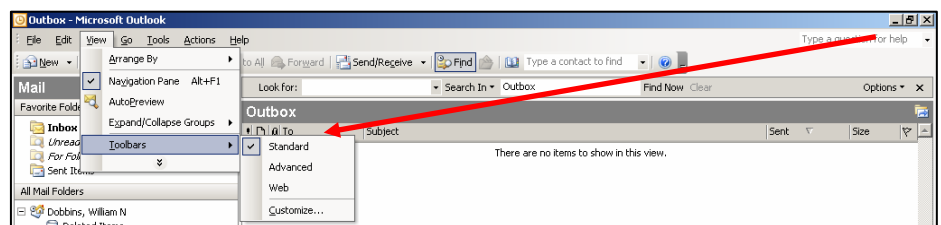
Confidential Information and Job Duties-How Do They Fit?

Confidential Information at UAMS includes Protected Health Information (PHI), research project information, confidential employee and student information, proprietary information, and sign-on and password codes for access to UAMS computer systems. Access to confidential information is granted based on the specific job duties of the UAMS employee seeking the information. Seeking access to information outside the need-to-know for carrying out your specific job duties is against the [UAMS Confidentiality Policy](#) and the [UAMS Minimum Necessary Policy](#). For example, you would not look at the medical record of a co-worker, friend or family member unless accessing that record is a part of your actual job responsibilities.

Use the "Mark Secure" Button to Protect your E-mails Containing Confidential Information and PHI

The [UAMS E-mail Policy](#) requires that e-mail communications to persons outside of UAMS which contain confidential information or PHI must be encrypted. The "Mark Secure" button on the UAMS Outlook e-mail program is a valuable tool to assist you with encrypting your e-mail communications. Basic instructions follow:

1.) In Microsoft Outlook, select "View" and then "Toolbars". Make sure the "Standard" toolbar is checked as indicated by the arrow.



2.) Open a new Outlook message to see the "Mark Secure" button. Clicking this button before sending will encrypt your e-mail message.



3.) If the "Mark Secure" button is not present, you will need to install it. For detailed instructions on how to install and use the "Mark Secure" button, call the UAMS Technical Support Center at 686-8555 or go to the following link:
<http://intranet.uams.edu/it/securemail/>

Hungry to test your HIPAA sense? Complete the quiz and return it to the HIPAA office for a drawing which includes a restaurant gift certificate. Send your completed form back to us to at UAMS Mail Slot 829.

Quiz

- 1.) If it is part of my specific job duties, I can look at my spouse's medical record.
 - A. True
 - B. False

- 2.) If I am e-mailing PHI or confidential information to people outside of UAMS, I can secure this sensitive information by:
 - A. Using my Yahoo or Hotmail account
 - B. Using the "Mark Secure" button on my UAMS Outlook e-mail account
 - C. Using my UAMS Outlook e-mail account
 - D. None of the Above

- 3.) I can share my UAMS domain login name and password with:
 - A. My co-workers
 - B. My supervisor
 - C. Anyone in IT
 - D. No One

Name _____ Dept. _____

Phone number _____

Send to UAMS HIPAA Office, #829, to register for a prize drawing by 7/17/06!!!!!!
Do you have any suggestions or questions you'd like to ask? Email us at HIPAA@UAMS.EDU