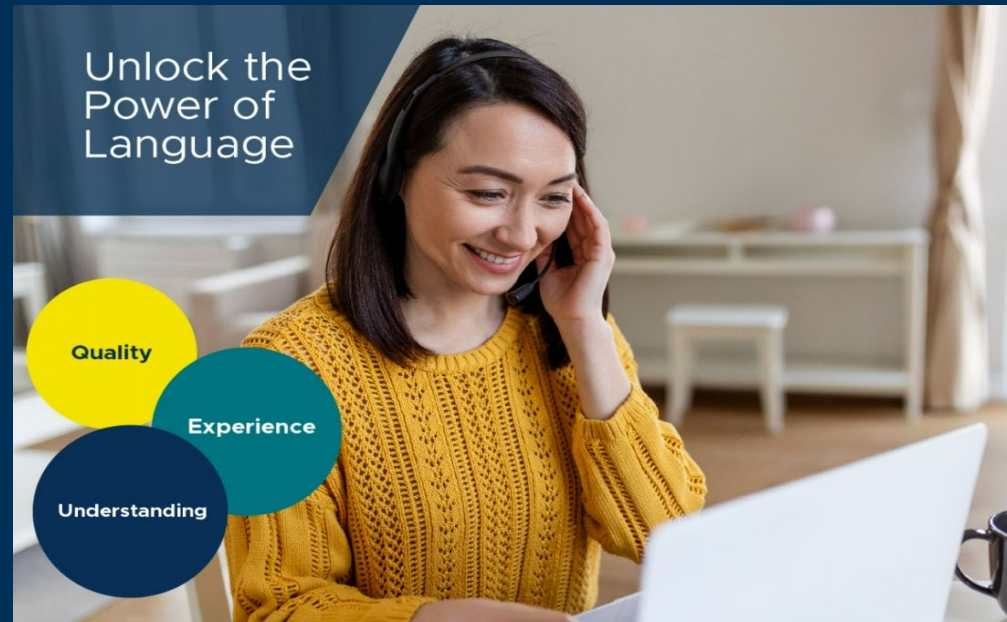


- **HIPAA (Health Insurance Portability & Accountability Act)**



- Any health information that can be linked to a specific person
- Examples:
 - Medical information and records
 - Billing information and records
 - Patient first and last name & physician
- Proper destruction of PHI and ePHI (Electronic Protected Health Information) is the responsibility of every interpreter who handles this information.



- HIPAA- a federal law protecting the privacy of Protected Health Information (PHI).
- The overall purpose:
 - To ensure the security and privacy of individual health information.
- HIPAA affects all organizations that deal with a person's health Information.
- PHI- Any health information that can be linked to a specific person.
- The Privacy Rule is a set of national standards for the protection of PHI.



Health Insurance Portability & Accountability Act (HIPAA) Compliance and Enforcement

www.lsa.inc



- U.S. Department of Health and Human Services regulates and enforces HIPAA through its Office of Civil Rights (OCR).
- The OCR receives complaints, investigates, and imposes corrective action.
- Civil penalties imposed.
- Criminal penalties imposed.
- You could be personally liable; HIPAA holds individuals accountable.
- Willful misconduct will result in the immediate removal of the interpreter from LSA's network.

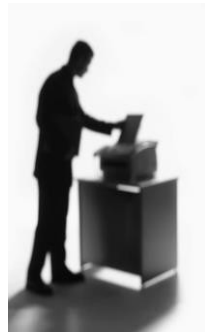
- What is a breach?

Gossiping

Snooping

Stolen laptop

Emailing/Faxing PHI to the wrong person
Not properly discarding PHI
Posting on social network sites



- What should be done if there is a potential or actual breach?
- **Report it immediately to LSA's Compliance Department**
- Email: jodi.bralow@lsa.inc.
- You can also call our anonymous Compliance Hotline and leave a message.
 - **833-234-4831**
- What should be done if PHI is faxed or emailed to the wrong person?
Fax/e-mail a request to the incorrect fax number/e-mail address asking that the materials be destroyed
Verify the fax number/e-mail address with the recipient before attempting to send the information again

- Intervene when you hear someone sharing PHI with someone who does not need to know.
- Do not discuss health information in public areas.
- When accessing or requesting information, limit the request to only the minimum information you need to do your job.
- Electronic fingerprints never go away.
- Properly destroy Protected Health Information! If confidential information is on paper, always shred the documents before discarding.
- Recording of any LSA calls/interpretation sessions is strictly prohibited. This includes over the phone, video remote and on location interpretation.



- Keep sensitive information in locked drawers
- Keep computers and laptops locked
- Never share your password with anyone
- Do not make information easy to access and take
- Try to de-identify someone (eliminate Protected Health Information)
- Do not share information
- If you must email PHI, use **encrypted** email
- Never send PHI via text message



- If you have any questions about HIPAA or other compliance issues, or need to report a HIPAA, Fraud, Waste & Abuse violation, or other have any other compliance concern, please contact LSA's Compliance Department at jodi.bralow@lsa.inc or reach out to us via our anonymous hotline: 833-234-4831.



Protected Health Information (PHI)

- Any health information that can be linked to a specific person
- Examples:
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 - Billing information and records
 - Patient first and last name & physician

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**THANK
YOU!**

LSA
LANGUAGE
SERVICES ASSOCIATES