

Policy Number: _____
Effective Date: _____
Last Revised: _____

General HIPAA Compliance Policy

Introduction

ENTITY NAME has adopted this General HIPAA Compliance Policy in order to recognize the requirement to comply with the Health Insurance Portability and Accountability Act ("HIPAA"), as amended by the Health Information Technology for Economic and Clinical Health ("HITECH") Act of 2009 (Title XIII of division A and Title IV of division B of the American Recovery and Reinvestment Act "ARRA") and the HIPAA Omnibus Final Rule (Effective Date: March 26, 2013). We acknowledge that full compliance with the HIPAA Final Rule is required by or before September 23, 2013.

ENTITY NAME hereby acknowledges our duty and responsibility to protect the privacy and security of Individually Identifiable Health Information ("IIHI") generally, and Protected Health Information ("PHI") as defined in the HIPAA Regulations, under the regulations implementing HIPAA, other Federal and state laws protecting the confidentiality of personal information, and under principles of general and professional ethics. We also acknowledge our duty and responsibility to support and facilitate the timely and unimpeded flow of health information for lawful and appropriate purposes.

Scope of Policy

This policy governs General HIPAA Compliance for **ENTITY NAME**. All personnel of **ENTITY NAME** must comply with this policy. Demonstrated competence in the requirements of this policy is an important part of the responsibilities of every member of the workforce.

Officers, agents, employees, Business Associates, contractors, affected vendors, temporary workers, and volunteers must read, understand, and comply with this policy in full and at all times.

Assumptions

- ☐ **ENTITY NAME** hereby recognizes its status as a Covered Entity under the definitions contained in the HIPAA Regulations.
- ☐ **ENTITY NAME** must comply with HIPAA and the HIPAA implementing regulations, in accordance with the requirements at 45 CFR Parts 160 and 164, as amended.
- ☐ Full compliance with HIPAA is mandatory and failure to comply can bring severe sanctions and penalties. Possible sanctions and penalties include, but are not limited to: civil monetary penalties, criminal penalties including prison sentences, and loss of revenue and reputation from negative publicity.
- ☐ Full compliance with HIPAA strengthens our ability to meet other compliance obligations, and will support and strengthen our non-HIPAA compliance requirements and efforts.
- ☐ Full compliance with HIPAA reduces the overall risk of inappropriate uses and disclosures of Protected Health Information (PHI), and reduces the risk of breaches of confidential health data.
- ☐ The requirements of the HIPAA Administrative Simplification Regulations (including the HIPAA Privacy, Security, Enforcement, and Breach Notification Rules) implement sections 1171-1180 of the Social Security Act (the Act), sections 262 and 264 of Public Law 104-191, section 105 of 492 Public Law 110-233, sections 13400-13424 of Public Law 111-5, and section 1104 of Public Law 111-148.

Hipaa Office Policy And Procedure Manual

Alexandra Patricia Adams



Hipaa Office Policy And Procedure Manual:

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workbook chapters **The Professional Medical Assistant** Sharon Eagle, Cindi Brassington, Candace Dailey, Cheri Gorette, 2009-04-08 This new textbook uses a multidisciplinary integrated approach to learning that truly reflects the real world in which MAs practice whether they're focused on the front or back office. From beginning to end it offers comprehensive competency-based coverage complemented by an emphasis on multiple learning styles to better meet the needs of your students. Mastery of all the knowledge and skills that lead to CMA AAMA or RMA certification plus flexibility, versatility, teamwork, and professionalism in the workplace are the hallmarks of a successful and rewarding career as a Medical Assistant. *The Paper Office for the Digital Age, Fifth Edition* Edward L. Zuckerman, Keely Kolmes, 2016-11-21 Significantly revised and updated to include online and computerized aspects of private practice, this essential manual has given many tens of thousands of clinicians the complete record keeping and risk reduction tools that every psychotherapy practice needs. The book provides effective methods for obtaining informed consent, planning treatment, and documenting progress, managing HIPAA compliance, maintaining clinical and financial records, communicating with clients and third-party payers, and reducing malpractice risk. Drawing from the professional literature, it features key guidance and easy-to-digest pointers about the ethical, legal, and business aspects of practice. With a large size format and lay-flat binding for easy photocopying of the 53 reproducible forms and handouts, the book includes a CD-ROM that lets purchasers customize and print the reproducible materials. New to This Edition: Updated throughout to reflect today's greater use of electronic digital technologies in practice management; Chapter on insurance and billing, coping with managed care, and Medicare; Chapter on private practice marketing, including Internet and social media dos and don'ts; Expanded topics: HIPAA compliance, ICD-10, responding to subpoenas, and using online technologies for billing, communication, and record keeping; Information about hundreds of websites dealing with all aspects of operating a practice. See also *Clinician's Thesaurus 7th Edition* and *Clinician's Electronic Thesaurus Version 7.0* by Edward L. Zuckerman, indispensable resources for conducting interviews and writing psychological reports. *Insurance Handbook for the Medical Office - E-Book* Marilyn Fordney, 2014-08-27 A complete guide to insurance billing and coding. *Insurance Handbook for the Medical Office 13th Edition* covers all the plans that are most commonly encountered in clinics and physicians' offices. Its emphasis on the role of the medical insurance specialist includes areas such as diagnostic coding, procedural coding, Medicare, HIPAA, and bill collection strategies. Learning to fill in the claim form accurately is made easier by the use of icons for different types of payers, lists of key abbreviations, and numerous practice exercises. This edition provides the latest on hot topics such as ICD-10 healthcare reform, the new CMS 1500 form, and electronic claims. Trusted for more than 30 years, this proven reference from Marilyn Fordney prepares you to succeed as a medical insurance professional in any outpatient setting. Emphasis on the business of running a medical office highlights the importance of the medical insurance specialist in filing clean claims, solving problems, and collecting overdue payments. Key terms and key abbreviations are defined and emphasized, reinforcing your understanding of new concepts and

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American Dental Association,2007 *Emergency Department Compliance Manual, 2016 Edition* Ginsberg, Martin, Kelley,2016-03-18 Emergency Department Compliance Manual 2016 Edition provides everything you need to stay in compliance with complex emergency department regulations The list of questions helps you quickly locate specific guidance on difficult legal areas such as Complying with COBRA Dealing with psychiatric patients Negotiating consent requirements Obtaining reimbursement for ED services Avoiding employment law problems Emergency Department Compliance Manual also features first hand advice from staff members at hospitals that have recently navigated a Joint Commission survey and includes frank and detailed information Organized by topic it allows you to readily compare the experiences of different hospitals Because of the Joint Commission s hospital wide function based approach to evaluating compliance it s been difficult to know specifically what s expected of you in the ED Emergency Department Compliance Manual includes a concise grid outlining the most recent Joint Commission standards which will help you learn what responsibilities you have for demonstrating compliance Plus Emergency Department Compliance Manual includes sample documentation that hospitals across the country have used to show compliance with legal requirements and Joint Commission standards Age related competencies Patient assessment policies and procedures Consent forms Advance directives Policies and protocols Roles and responsibilities of ED staff Quality improvement tools Conscious sedation policies and procedures Triage referral and discharge policies and procedures And much more **Distance Counseling and Supervision** Jennifer Nivin Williamson,Daniel G. Williamson,2020-12-15 This landmark primer in telebehavioral health addresses the functional elements of technology assisted therapy with individuals couples and families Leaders and innovators in the field contribute unique perspectives to help students and practitioners prepare for and productively engage in virtual counseling and supervision Using reader friendly language the authors discuss ethical legal regulatory and practical considerations for using the right

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Protecting Patient Information Paul Cerrato, 2016-04-14. Protecting Patient Information: A Decision Maker's Guide to Risk Prevention and Damage Control provides the concrete steps needed to tighten the information security of any healthcare IT system and reduce the risk of exposing patient health information (PHI) to the public. The book offers a systematic 3-pronged approach for addressing the IT security deficits present in healthcare organizations of all sizes. Healthcare decision makers are shown how to conduct an in-depth analysis of their organization's information risk level. After this assessment is complete, the book offers specific measures for lowering the risk of a data breach, taking into account federal and state regulations governing the use of patient data. Finally, the book outlines the steps necessary when an organization experiences a data breach, even when it has taken all the right precautions. Written for physicians, nurses, healthcare executives, and business associates who need to safeguard patient health information, it shows how to put in place the information security measures needed to reduce the threat of data breach. Teaches physicians that run small practices how to protect their patients' data. Demonstrates to decision makers of large and small healthcare organizations the urgency of investing in cybersecurity.

Insurance Handbook for the Medical Office Marilyn Fordney, 2013-01-01. A complete guide to insurance billing and coding. Insurance Handbook for the Medical Office, 13th Edition, covers all the plans that are most commonly encountered in clinics and physicians' offices. Its emphasis on the role of the medical insurance specialist includes areas such as diagnostic coding, procedural coding, Medicare, HIPAA, and bill collection strategies. Learning to fill in the claim form accurately is made easier by the use of icons for different types of payers, lists of key abbreviations, and numerous practice exercises. This edition provides the latest on hot topics such as ICD-10 healthcare reform, the new CMS 1500 form, and electronic claims. Trusted for more than 30 years, this proven reference from Marilyn Fordney prepares you to succeed as a medical insurance professional in any outpatient setting. Emphasis on the business of running a medical office highlights the importance of the medical insurance specialist in filing clean claims, solving problems, and collecting overdue payments. Key terms and key abbreviations are defined and emphasized, reinforcing your understanding of new concepts and terminology. Detailed tables, boxes, and illustrations call out key points and main ideas. Unique color-coded icons clarify information rules and regulations for different payers. An Evolve companion website enhances learning with performance checklists, self-assessment quizzes, and the Student Software Challenge featuring cases for different payer types and an interactive CMS 1500 form to fill in. A workbook contains learning tips, practice exercises for key terms and abbreviations, review questions, study outlines, performance objectives, a chapter with practice tests, and critical thinking activities for hands-on experience with real-world

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