

Health Insurance Portability and Accountability ACT

The Health Insurance Portability and Accountability Act was signed into law by President Clinton in 1996 to protect health insurance for workers and their families when they change or lose their jobs (Portability) and to protect health data integrity, confidentiality, and availability (Accountability).

Why is there such a thing as HIPAA?

HIPAA was created to protect against the illegal use or distribution of “PHI” (Protected Health Information) by “Covered Entities” such as Doctor’s offices, Pharmaceutical Companies, Insurance Companies, etc.

What is Protected Health Information?

“PHI” is all “individually identifiable health information” in any form, electronic or non-electronic, that is held or transmitted by a Covered Entity, its employees, or any relevant business associates (such as translator and interpreter services), including oral communication.

What is individually identifiable health information?

Individually identifiable health information is information that is created or received by a health care provider, health plan, employer or health care clearinghouse, and relates to the past, present, or future physical or mental health condition of an individual, the provision of health care to an individual, or the past present, or future payment for health care to an individual. Individually identifiable health information also includes demographic information collected from an individual that identifies an individual (or could reasonably be used to identify an individual).

Some Specific Identifiers Are:

Names	Social Security numbers
Addresses	Medical record numbers
Dates	Health plan beneficiary numbers
Telephone numbers	Account numbers
Fax numbers	Any other unique identifying number or code
E-Mail addresses	

Is RDP Agency a Covered Entity?

Since we can be considered an EXTENSION of our clients, it is very important that any violation of confidentiality, regardless of how minor it may seem, MUST be reported IMMEDIATELY. We are required to report ANY breech within 5 days of the incident. Please report any breech to the corporate office.

Are there penalties for any breaches of confidentiality and PHI?

The Secretary of Health and Human Services can bring enforcement actions against “Covered Entities” (our clients) for violations of the HIPAA regulations. HIPAA establishes civil as well as criminal penalties for any person who knowingly uses a unique health identifier or who obtains or discloses individually identifiable health information. Penalties can be as much as \$250,000 per violation.



HIPAA Information Review Sign Off

I, _____, an Independent Contractor of RDP Agency, LLC acknowledge that I'm bound legally and morally by basic business ethics. Among other things, this means that any information, whether physical, personal or financial that has been communicated to me either directly or indirectly, regarding clients, their callers, patients, doctors, your co-contractors, or any other office matter must be treated as completely confidential. I should never mention names to anyone outside of the physical location of our assignments.

If an Independent Contractor is questioned about clients or their cases, he/she should refer all inquiries to the corporate office; not under any circumstances should Independent Contractor answer questions regarding clients unless such information is public.

As an Independent Contractor, I am an agent of our clients; therefore any breach of ethics committed by me will be charged against our clients and us. Keep in mind that all of us are legally responsible for guarding privileged information and can be subject to legal action if we divulge it. Anyone who discloses or acts on information learned from a subscriber's case or account is subject to prosecution under state or federal law. Penalties for violators include fines and imprisonment.

I have reviewed the information on HIPAA (Health Insurance Portability and Accountability Act of 1996)

Signature

Date