



## **HIPAA: Health Insurance Portability and Accountability Act**

**Receiver/client confidentiality is critical to the work at Seniors Helping Seniors and must be respected at all times. Receiver/client information should never be shared informally with anyone inside or outside Seniors Helping Seniors.**

- The philosophy behind HIPAA's privacy policy is that healthcare information belongs to the individual. It is the responsibility of the healthcare provider to safeguard that information.
- HIPAA allows for health information to be used for Treatment, Payment, and Healthcare Operations (TPO).
- The "Need to Know" rule - information should only be shared with those who need to know it to enable Treatment, Payment or Healthcare Operations.
- The "Minimum Necessary" rule - states that we should share the minimum amount of information necessary to accomplish the needed task.

**Receiver records are kept secured and locked unless being used by staff or a "home chart" has been instituted. Needed information should be shared only to:**

- Ensure an effective and appropriate care plan is formulated, updated, and carried out by the team. The team is comprised of SHS staff directly involved in the care, the SHS care coordinator, and any receiver family members involved.
- Ensure receiver/staff safety
- Ensure proper billing and reimbursement occurs
- Ensure that SHS standards of quality and risk management are maintained.

***I understand that I am responsible for complying with the privacy and security standards relating to HIPAA. The notice of proper practice was provided to me in my employee handbook. I will treat all information received in the course of my employment with Seniors Helping Seniors, which relates to the receiver, as confidential and privileged information. I will not disclose information regarding SHS's receivers to any person or entity other than as necessary to perform my job and as permitted under the HIPAA policies.***