

Aged and Disabled Waiver
(ADW)

**Health Insurance
Portability and
Accountability Act
(HIPAA) Training 2015**

October 2015



What is HIPAA?

Health Insurance Portability and Accountability Act

Does HIPAA apply to Waiver? Yes

Does HIPAA apply to you? Yes

What is HIPAA? (Continued)

Health Insurance Portability and Accountability Act of 1996

- HIPAA was enacted by Congress in 1996.
 - The Act requires certain standards to be met when dealing with electronic records.
- The HIPAA Privacy Rule took effect in 2003.
 - The Privacy Rule established regulations for the use and disclosure of protected healthcare information.
- **Examples:** How many of you have completed a HIPAA consent form at your doctor's office?
- How many of you have had to stand a certain distance from the window at the pharmacy so you cannot hear an individual's name called?

What is HIPAA? (Continued)

The purpose of the training:

- To understand confidentiality
- To understand HIPAA
- To understand rights and accountability
- To understand reporting of complaints or accidental mistakes

Agency HIPAA Policy

- Ask your agency about a HIPAA policy that is specific to your agency.
- Learn the specific HIPAA procedures and requirements at your agency.
- Know how to follow your agency's HIPAA and confidentiality rules.
- Know how to report HIPAA or confidentiality issues at your agency.

Privacy Tips

- Do not disclose sensitive medical information:
 - Diagnosis
 - Medical condition
- Do not discuss personal information:
 - In the hallway
 - With family or friends
 - In public places
- Do not text, email or use social media to discuss the ADW member.
- Do not leave personal or medical information in plain view (in a car, while carrying it or laying on a counter, etc.).

Privacy Versus Security

What is the privacy rule? Relates to information.

- Protected Health Information
- Do not release without consent
- Oral, paper and electronic

What is the security rule? Relates to the security of the information, also known as the safeguards.

- Protected Health Information
- Do not release without consent
- Electronic information

Protected Health Information (PHI)

Protected Health Information (PHI) includes all individually identifiable health information, including:

- Names
- Social Security numbers
- Email addresses
- Medical record numbers
- Driver's license numbers
- Health insurance beneficiary numbers
- Account numbers
- Telephone numbers



Confidentiality Agreement

- Many agencies have a confidentiality agreement that you will need to sign.
- The agreement is for you to agree to the Protected Health Information (PHI) that is entrusted to you by your agency.
- The agreement is your promise to not disclose any personal or medical information or to not use unnecessary personal information.

Your Responsibility

- Read and understand confidentiality agreements.
- Follow policies and procedures.
- Ask questions if you do not understand.
- Report any complaints to your privacy officer at your agency.
- Do not disclose any information regarding the ADW person.
- Report any mistakes that accidentally expose information to your supervisor immediately.

ADW Person's Rights

The ADW person has a right to confidentiality with their medical records, Personal Identifying Information (PII) and PHI; therefore, you do not:

- Disclose Medicaid numbers or Social Security numbers, etc.
- Disclose medical conditions or diagnoses
- Disclose that the person is receiving ADW services or Medicaid

What Can I Do?

Be organized:

- To prevent loss, keep track of your documents.
- If lost, report immediately.

Be careful:

- Most security breaches are due to simple mistakes.
- Double check addresses and numbers when faxing or emailing.

Be skeptical:

- Do not be afraid to ask questions if someone asks about someone else's Protected Health Information (PHI), even if the person is an employee of the state or department.

What Can I Do? (Continued)

Be honest:

- Everyone makes mistakes.
- If you do make a mistake, let your supervisor know and report it the agency privacy officer.

Learn from the mistakes:

- If you make the same mistake over and over, you are not learning.
- If you have a problem with a certain process, let your supervisor know.
- Knowing the right way makes it easier to do it the right way.

Questions

Can I tell Mrs. Jones' daughter about her heart condition?

Answer: No.

Can I tell the neighbor that I am a Medicaid Waiver provider for Mrs. Jones?

Answer: No.

Can I give Mrs. Jones' Social Security number to the landlord?

Answer: No.

Can I take Mrs. Jones' paperwork with me to my son's baseball game to finish filling it out?

Answer: No.

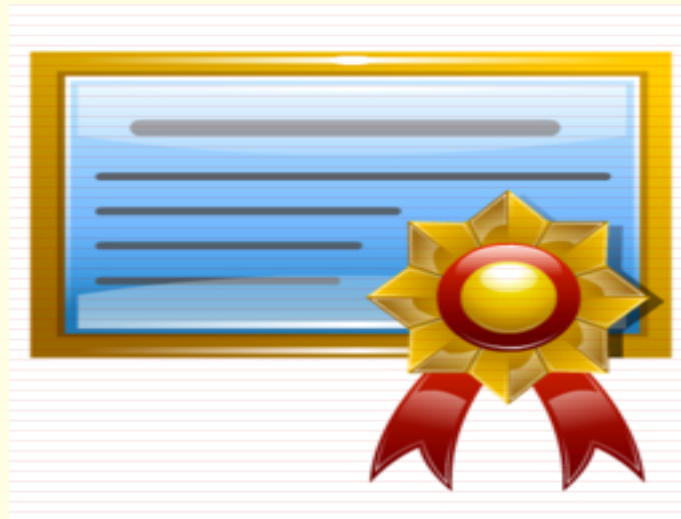
HIPAA Summary

- Protect the ADW participant's personal information.
- Do not disclose the ADW participant's personal information.
- Do not disclose the ADW participant's medical information.
- Only use necessary information (personal identifying and medical).
- Report any accidental mistakes to your security officer at the agency.
- Report any complaints to your security officer at the agency.

HIPAA Post Test

Reminder: On the next two slides, you will take the HIPAA post test.

HIPAA Certificate: Please make sure that you have an agency representative or employer to verify the post test and sign your training certificate on the last slide. Keep a copy of your HIPAA training certificate in your personnel file.



HIPAA Post Test

1. HIPAA means “Health Insurance Portability and Accountability Act.” **True or False?**
2. HIPAA has a privacy rule that was established by Congress. **True or False?**
3. Protected Health Information(PHI) includes Medicaid numbers and Social Security numbers. **True or False?**
4. The ADW person has a right to confidentiality of personally identifying and medical information. **True or False?**
5. I need to follow my agency’s HIPAA policy about following confidentiality rules and reporting issues. **True or False?**

HIPPA Post Test (Continued)

1. I must be organized and careful with my paperwork, honest about loss of information, learn from my mistakes and report any complaints to my privacy officer at the agency. **True or False?**
2. It is not acceptable to disclose the ADW member's personal or medical information. **True or False?**
3. If asked, I can provide the ADW person's Social Security number to the landlord. **True or False?**
4. It is acceptable to talk about an ADW person in the hallway with other workers. **True or False?**
5. I must not discuss information about the ADW person in emails or social media. **True or False?**

HIPAA Training Certificate

AGED AND DISABLED WAIVER TRAINING CERTIFICATE

Name of the Training: HIPAA

Date of Training Webinar:

Name of the Employee (Worker):

Congratulations. You have successfully completed the Aged and Disabled Waiver HIPAA training webinar and passed the post test.

Training/Post Test Verification Signature(Agency/Employer):

Date:

Worker/Employee Signature:

Date:

Contact Information

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