

BEST PRACTICES

The following checklist was compiled from more than 200 assessments performed by HIPAA Pros across the country. What does your facility have in place?

- ❑ Shredding paper records – shredders at every nurse's station and every place PHI is used.
- ❑ Using first name and last initial only to call patients
- ❑ No need for names on patient doors / rooms
- ❑ Physicians use conference rooms to discuss status with patient and family
- ❑ Fax machines are in secure areas and numbers are checked periodically, face sheets are always used
- ❑ Access controls by job title are in place in all systems used in the Hospital
- ❑ Sign-in sheets do not include diagnosis information
- ❑ Infection Control signs do not indicate the specific illness
- ❑ Dictation is performed in private areas only
- ❑ All paper records are delivered in sealed envelopes anywhere around the Hospital and medical office buildings
- ❑ IV bags and similar pharmaceutical waste with PHI is disposed of in the hazardous waste receptacles