

HANDOUT
Database Handling Customer HIPAA Survey

1. Which would be acceptable ways to meet your privacy and security requirements when transferring databases containing protected health information (PHI).
 - a. Use of a security FTP (file transfer protocol) site
 - b. Use of an overnight carrier and CD-Rom or USB device
 - c. Other

2. Which of the following would be acceptable ways to destroy PHI?
 - a. Delete information from the technologist's computer and empty the wastebasket and shred documents
 - b. Destroy CD-Rom with PHI by breaking
 - c. Return CD-Rom with PHI to clinic for destruction
 - d. Other

3. Which would be an acceptable way to verify the integrity of the data?
 - a. Have knowledgeable person review the data before it is transmitted to Company and once again when the data is returned to the facility. This person would then sign a confirmation that the data has not changed.
 - b. Verify the date and time stamp on the database when it is sent/received
 - c. Other

4. When working with the clinic's database, if a corrupt patient record is found and needs to be deleted, hence changing the database, which of the following would be acceptable?
 - a. Technical Support Representative (TSR) deletes the corrupt record and continues support
 - b. TSR contacts the clinic to discuss and continues support
 - c. Other

5. What type of information should be kept in a log/checklist that monitors what has transpired since the database was sent to the Company? (Select as many options that may apply).
 - a. Name/title of Company TSR requesting the data
 - b. Name/title of Client sending the data
 - c. Date received by Company
 - d. Date and time stamp on the database for data integrity purposes
 - e. Data transmission type, CD-ROM, FTP, USB
 - f. Data destruction method and date destroyed
 - g. Other