

## HIPAA & Confidentiality Policy

1. All employees of Global Pacific Placement LLC, *dba* Global Pacific Placement Northwest and MedStaff Connect, corporate and clinical, are expected to adhere to policies with regard to HIPAA and confidentiality set forth by Global Pacific Placement LLC and any facility the employee is assigned.

Protected health information (PHI) is defined as any information, including demographic information, collected from an individual that (a) is created or received by a healthcare provider, health plan, employer or health care clearing house; and (b) relates to the past, present, or future physical or mental health or condition of an individual, the provision of health care to an individual, or the past, present, or future payment for the provision for health care to an individual and identifies the individual or with respect to which there is a reasonable basis to believe that the information can be used to identify the individual.

It is the policy of Global Pacific Placement Northwest and MedStaff Connect that all employees comply with the following:

1. Will maintain and protect the privacy of all business information related to Global Pacific Placement Northwest and MedStaff Connect and any healthcare facility.
2. Will maintain and protect the privacy of all protected health information relating to employees and/or patients.
3. Will follow the HIPAA policy and procedure as defined by Global Pacific Placement Northwest and MedStaff Connect and, for clinical employees, by each individual healthcare facility the healthcare provider may be assigned during employment with Global Pacific Placement Northwest and MedStaff Connect.
4. Will not remove any employee information from the company or patient information from the healthcare facility.
5. Will not misuse confidential information and will only access information that is necessary for the employee to do his/her job. Confidential information, including protected health information, will not be used or disclosed in any manner (verbal, written, electronic) unless required to do so in order to provide appropriate and necessary care to the patient or as necessary to secure an assignment for a clinical employee.
6. Will not share any employee or patient protected health information with any corporate employee of Global Pacific Placement Northwest and MedStaff Connect or other clinical staff employed by Global Pacific Placement Northwest and MedStaff Connect unless it is a necessary part of the job.
7. Will not share, alter, or destroy any confidential information unless it is a necessary part of the job. If it is necessary, the employee will follow the correct procedure as directed by Global Pacific Placement Northwest and MedStaff Connect management or management of the assigned facility.
8. Will keep any compute password secret and will not share it. The employee is responsible to protect his/her password or other access to confidential information. The employee understands that use of an electronic system at Global Pacific Placement Northwest and MedStaff Connect or an assigned facility may be periodically monitored and audited to ensure compliance with the law.
9. Will only print or download information from any computer system that is necessary for legitimate work-related purposes. The employee is responsible for this information until it is properly disposed of or filed.
10. Will immediately report to appropriate management personnel at the company or assigned facility if employee suspects anyone is misusing confidential information or is using his/her password. Global Pacific Placement Northwest and MedStaff Connect will not tolerate any retaliation against the employee for making such a report.



GLOBAL PACIFIC PLACEMENT  
NORTHWEST

## HIPAA Post-test HIPAA Education Program

Name (Please print.) \_\_\_\_\_

Date \_\_\_\_\_

1. What is HIPAA?
  - a. Health Insurance Portability and Accountability Act
  - b. Health Information Publicity Amendment
  - c. Healthcare Information Act
  
2. What is the purpose of the HIPAA privacy standard?
  - a. Provided patients with more control over the use and Disclosure of their medical information.
  - b. Provide healthcare providers and doctors with a way to organize documents.
  - c. Provide patients with a unique healthcare number.
  
3. What is PHI?
  - a. Patient Health Information
  - b. Protected Health Information
  - c. Patient Health Insurance
  
4. Where is PHI in the organization?
  - a. In the medical records.
  - b. Everywhere: on paper, computers, and in conversations.
  - c. In the nursing unit.
  
5. What should you do if you find PHI on a desk or on the floor?
  - a. Call housekeeping.
  - b. Step over it.
  - c. Secure it immediately: Pick it up and either file it or discard it.
  
6. Name 2 rights a patient has that affect the privacy of patient information:  
\_\_\_\_\_  
\_\_\_\_\_
  
7. Who controls the use and release of patient information?
  - a. The physician.
  - b. The patient.
  - c. The insurance company.
  
8. If a patient has requested that information should not be released, what do you tell the caller?
  - a. Provide caller with information requested.
  - b. Tell the caller "We do not have any information on a patient by that name."
  - c. Ask your supervisor before you release any information.
  
9. All complaints about privacy violations must be in writing.
  - a. True
  - b. False
  
10. Writing a patient name on a whiteboard does not violate HIPAA regulations.
  - a. True
  - b. False