

BUTLER COUNTY

Policy Title:	HIPAA - Progressive Discipline Policy		
Policy Number:	HIPAA -C-0015	Effective Date:	04/01/03
Purpose:	This policy sets forth a set of guidelines for a progressive discipline process to be followed when an employee evidences improper adherence to Butler County's policies related to the use and disclosure of PHI.		
Regulation Reference:	Health Insurance Portability and Accountability Act of 1996		

Policy

Progressive discipline is an effective means of correcting inappropriate workforce member behavior and will be utilized when workforce members engage in behavior violative of a client's privacy rights and Butler County's HIPAA privacy and security policies.

Supervisors are responsible for accurate and timely documentation of inappropriate behaviors or performance issues. Progressive discipline will be used consistently. Workforce members will be informed of their expectations regarding confidentiality and HIPAA requirements through HIPAA confidentiality training. The employees will be informed of Butler County's policies and procedures regarding HIPAA and thereby be informed of:

- What is expected behavior and the HIPAA performance standards
- When they are not meeting these expectations
- What must be done to correct the inappropriate behavior and an improvement plan with a time line for its accomplishment
- Consequences if improvement does not occur

The progressive discipline process is meant to assist the workforce member in recognizing the seriousness of their behavior and encouraging their commitment to changing these behaviors. In many situations, informal counseling will be utilized by the supervisor after consultation, as appropriate with Human Resources, and the Privacy Officer or Security Officer to resolve issues prior to the formal corrective action process. The Privacy Officer or Security Officer should be consulted to determine that a particular behavior did in fact violate HIPAA or a HIPAA policy. The Privacy Officer or Security Officer will also thereby determine if the behavior in question must be reported as a HIPAA violation.

An informal counseling session is used by management as a reminder to the workforce member of the policies and practices. Supervisors can utilize informal counseling to explain the HIPAA performance expectations of the job to the

Hipaa Policy And Procedure Manual 2015

Thomas K. Skalko, Jerome F. Singleton



Hipaa Policy And Procedure Manual 2015:

Emergency Department Compliance Manual, 2015 Edition Rusty McNew, 2014-12-18 Nothing provided **Mandated Benefits Compliance Guide 2015** Balser Group, 2014-12-01 Mandated Benefits 2015 Compliance Guide is a comprehensive and practical reference manual covering key federal regulatory issues that must be addressed by human resources managers benefits specialists and company executives in all industries Mandated Benefits 2015 Compliance Guide includes in depth coverage of these and other major federal regulations Patient Protection and Affordable Care Act PPACA Health Information Technology for Economic and Clinical Health HITECH Act Mental Health Parity and Addiction Equity Act MHPAEA Genetic Information Nondiscrimination Act GINA Americans with Disabilities Act ADA Employee Retirement Income Security Act ERISA Health Insurance Portability and Accountability Act HIPAA Heroes Earnings Assistance and Relief Tax Act HEART Act Consolidated Omnibus Budget Reconciliation Act COBRA Mandated Benefits 2015 Compliance Guide helps take the guesswork out of managing employee benefits and human resources by clearly and concisely describing the essential requirements and administrative processes necessary to comply with each regulation It offers suggestions for protecting employers against the most common litigation threats and recommendations for handling various types of employee problems Throughout the Guide are numerous exhibits useful checklists and forms and do s and don t s A list of HR audit questions at the beginning of each chapter serves as an aid in evaluating your company s level of regulatory compliance Mandated Benefits 2015 Compliance Guide has been updated to include The Dodd Frank Act creating an ethics training program and practices and trends Information on payroll cards and Federal Insurance Contributions Act FICA tip credit New regulations and guidelines for health care reform as mandated by the Patient Protection and Affordable Care Act PPACA Updated requirements for certificates of creditable coverage excepted benefits under the Health Insurance Portability and Accountability Act HIPAA and transaction standards The revised model general and election notices as required under PPACA Qualified Longevity Annuity Contracts and definition of spouse per the Supreme Court ruling in *United States v Windsor* and updates to the Pension Benefit Guaranty Corporation s required premiums The payment of long term disability insurance by qualified retirement plans PPACA s effect on health reimbursement arrangements new information on the proposed 500 carryover of unused funds in health flexible spending arrangements FSAs and PPACA s effect on health FSAs new material on the effect of amendments to HIPAA s excepted benefit rules on Employee Assistance Programs and revised information on providing employee benefits to legally married same sex couples based on the Supreme Court s decision in *United States v Windsor* and the decision s effect on cafeteria plan mid year election changes New sections on no fault attendance policies and pregnancy and the Americans with Disabilities Act Information on the definition of spouse based on the Supreme Court ruling in *United States v Windsor* New material on the proposed Equal Pay Report *Emergency Department Compliance Manual, 2016 Edition* Ginsberg, Martin, Kelley, 2016-03-18 Emergency Department Compliance

Manual 2016 Edition provides everything you need to stay in compliance with complex emergency department regulations The list of questions helps you quickly locate specific guidance on difficult legal areas such as Complying with COBRA Dealing with psychiatric patients Negotiating consent requirements Obtaining reimbursement for ED services Avoiding employment law problems Emergency Department Compliance Manual also features first hand advice from staff members at hospitals that have recently navigated a Joint Commission survey and includes frank and detailed information Organized by topic it allows you to readily compare the experiences of different hospitals Because of the Joint Commission s hospital wide function based approach to evaluating compliance it s been difficult to know specifically what s expected of you in the ED Emergency Department Compliance Manual includes a concise grid outlining the most recent Joint Commission standards which will help you learn what responsibilities you have for demonstrating compliance Plus Emergency Department Compliance Manual includes sample documentation that hospitals across the country have used to show compliance with legal requirements and Joint Commission standards Age related competencies Patient assessment policies and procedures Consent forms Advance directives Policies and protocols Roles and responsibilities of ED staff Quality improvement tools Conscious sedation policies and procedures Triage referral and discharge policies and procedures And much more

Protecting Patient Information Paul Cerrato, 2016-04-14 Protecting Patient Information A Decision Maker s Guide to Risk Prevention and Damage Control provides the concrete steps needed to tighten the information security of any healthcare IT system and reduce the risk of exposing patient health information PHI to the public The book offers a systematic 3 pronged approach for addressing the IT security deficits present in healthcare organizations of all sizes Healthcare decision makers are shown how to conduct an in depth analysis of their organization s information risk level After this assessment is complete the book offers specific measures for lowering the risk of a data breach taking into account federal and state regulations governing the use of patient data Finally the book outlines the steps necessary when an organization experiences a data breach even when it has taken all the right precautions Written for physicians nurses healthcare executives and business associates who need to safeguard patient health information Shows how to put in place the information security measures needed to reduce the threat of data breach Teaches physicians that run small practices how to protect their patient s data Demonstrates to decision makers of large and small healthcare organizations the urgency of investing in cybersecurity

Emergency Department Compliance Manual, 2018 Edition McNew, 2018-04-20 Emergency Department Compliance Manual provides everything you need to stay in compliance with complex emergency department regulations including such topics as legal compliance questions and answers find the legal answers you need in seconds Joint Commission survey questions and answers get inside guidance from colleagues who have been there hospital accreditation standard analysis learn about the latest Joint Commission standards as they apply to the emergency department and reference materials for emergency department compliance The Manual offers practical tools that will help you and your

department comply with emergency department related laws regulations and accreditation standards Because of the Joint Commission s hospital wide function based approach to evaluating compliance it s difficult to know specifically what s expected of you in the ED Emergency Department Compliance Manual includes a concise grid outlining the most recent Joint Commission standards which will help you learn understand your compliance responsibilities Plus Emergency Department Compliance Manual includes sample documentation and forms that hospitals across the country have used to show compliance with legal requirements and Joint Commission standards Previous Edition Emergency Department Compliance Manual 2017 Edition ISBN 9781454886693 Insurance Handbook for the Medical Office Marilyn Fordney,2015-11-26 Stay up on the latest in insurance billing and coding with Marilyn Fordney s Insurance Handbook for the Medical Office 14th Edition Trusted for more than 30 years this market leading handbook equips you to succeed as medical insurance specialist in any of today s outpatient settings Coverage emphasizes the role of the medical insurance specialist in areas such as diagnostic coding procedural coding Medicare HIPAA and bill collection strategies As with previous editions all the plans that are most commonly encountered in clinics and physicians offices are incorporated into the text as well as icons for different types of payers lists of key abbreviations and numerous practice exercises that assist you in accurately filling out claim forms This new edition also features expanded coverage of ICD 10 electronic medical records electronic claims submission and the HIPAA 5010 keeping you one step ahead of the latest practices and protocols of the profession Key terms are defined and emphasized throughout the text to reinforce understanding of new concepts and terminology Separate chapter on HIPAA Compliance in Insurance Billing as well as Compliance Alerts throughout the text highlights important HIPAA compliance issues to ensure readers are compliant with the latest regulations Emphasis on the business of running a medical office and the importance of the medical insurance specialist details the importance of the medical insurance specialist in the business of the medical office Increased focus on electronic filing claims submission prepares readers for the industry wide transition to electronic claims submission Separate chapter on documentation in the medical office covers the principles of medical documentation and the rationales for it Service to Patient features in most chapters offer examples of good customer service User resources on the Evolve companion website feature performance checklists self assessment quizzes the Student Software Challenge with cases on different payer types and an interactive CMS 1500 02 12 form to fill in NEW Expanded coverage of ICD 10 prepares users to code ICD 10 with the planned effective date of October 2015 NEW Added information on the electronic medical record and electronic claims submission including information on the HIPAA 5010 equips users for the transition between paper and electronic methods of medical records and links the CMS 1500 02 12 form to the electronic submissions process NEW SimChart for the Medical Office SCMO application activities on the companion Evolve website adds additional functionality to the insurance module on the SCMO roadmap *Distance Counseling and Supervision* Jennifer Nivin Williamson,Daniel G. Williamson,2020-12-15 This landmark primer in telebehavioral health addresses the

functional elements of technology assisted therapy with individuals couples and families Leaders and innovators in the field contribute unique perspectives to help students and practitioners prepare for and productively engage in virtual counseling and supervision Using reader friendly language the authors discuss ethical legal regulatory and practical considerations for using the right technology in secure and confidential ways to best serve clients and supervisees Diverse case scenarios questions for further discussion and useful appendices enhance this rich and current resource Requests for digital versions from ACA can be found on www.wiley.com To purchase print copies please visit the ACA website <https://imis.counseling.org/store> Reproduction requests for material from books published by ACA should be directed to publications@counseling.org

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Private Security and the Investigative Process, Fourth

Edition Charles P. Nemeth, 2019-08-30 Private Security and the Investigative Process Fourth Edition is fully updated and continues to provide complete coverage of the investigative process for private investigations by both individuals and in corporate security environments This edition covers emerging technology revised legal and practical considerations for conducting interviews and new information on case evaluation Written by a recognized expert in security criminal justice ethics and the law with over three decades of experience the updated edition of this popular text covers concepts and techniques that can be applied to a variety of investigations including fraud insurance private and criminal It details the collection and preservation of evidence the handling of witnesses surveillance techniques background investigations and report writing The book reflects best practices and includes tips for ensuring accurate and reliable private sector security investigations This new edition includes A new section on career opportunities in paths in the investigative field A rundown of the leading security Industry associations and professional standards being published Added discussion of observational interviews include current protocols analyzing data Details of the current legal implications for security surveillance and practices Advances in technology to thwart crime and fraud in retail and other business settings An entirely new section on e records from criminal and civil judgments Authoritative yet accessible this book is one of the only textbooks dedicated to the subject It also serves as an important reference for private investigators and security professionals Complete with numerous forms checklists and web exercises it provides the tools and understanding required to conduct investigations that are professional ethical and effective

The Manager's Guide to Cybersecurity Law Tari Schreider, SSCP, CISM, C|CISO, ITIL Foundation, 2017-02-01 In today's litigious business world cyber related matters could land you in court As a computer security professional you are protecting your data but are you protecting your company While you know industry standards and regulations you may not be a legal expert Fortunately in a few hours of reading rather than months of classroom study Tari Schreider's The Manager's Guide to Cybersecurity Law Essentials for Today's Business lets you integrate legal issues into your security program Tari Schreider a board certified information security practitioner with a criminal justice administration background has written a much needed book that bridges the gap between cybersecurity programs and cybersecurity law He says My nearly 40 years in the fields of cybersecurity risk management and disaster recovery have taught me some immutable truths One of these truths is that failure to consider the law when developing a cybersecurity program results in a protective facade or false sense of security In a friendly style offering real world business examples from his own experience supported by a wealth of court cases Schreider covers the range of practical information you will need as you explore and prepare to apply cybersecurity law His practical easy to understand explanations help you to Understand your legal duty to act reasonably and responsibly to protect assets and information Identify which cybersecurity laws have the potential to impact your cybersecurity program Upgrade cybersecurity policies to comply with state federal and regulatory statutes Communicate effectively about cybersecurity law with corporate legal department and counsel

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Pedretti's Occupational Therapy - E-Book Heidi McHugh Pendleton, Winifred Schultz-Krohn, 2017-03-10 NEW Coverage of the Occupational Therapy Practice Framework OTPF 3 increases your understanding of the OTPF 3 and its relationship to the practice of occupational therapy with adults who have physical disabilities NEW All new section on the therapeutic use of self which the OTPF lists as the single most important line of intervention occupational therapists can provide NEW Chapter on hospice and palliative care presents the evidence base for hospice and palliative care occupational therapy describes the role of the occupational therapist with this population within the parameters of the third edition of the Occupational Therapy Practice Framework OTPF 3 and recommends clinician self care strategies to support ongoing quality care UPDATED Completely revised Spinal Cord Injury chapter addresses restoration of available musculature self care independent living skills short and long term equipment needs environmental accessibility and educational work and leisure activities It looks at how the occupational therapist offers emotional support and intervention during every phase of the rehabilitation program UPDATED Completely revised chapter on low back pain discusses topics that are critical for the occupational therapist including anatomy client evaluation interventions areas client centered occupational therapy analysis and intervention strategies for frequently impacted occupations UPDATED Revised Special Needs of the Older Adult chapter now utilizes a top down approach starting with wellness and productive aging then moving to occupation and participation in meaningful activity and finally highlighting body functions and structures which have the potential to physiologically decline as a person ages NEW and EXPANDED Additional section in the Orthotics chapter looks at the increasing array of orthotic devices available in today's marketplace such as robot assisted therapy to support the weak upper extremity UPDATED Revised chapters on joint range of motion and evaluation of muscle strength include new full color photos to better illustrate how to perform these key procedures EXPANDED New information in the Burns and Burn Rehabilitation chapter including expanded discussions on keloid scars silver infused dressings biosynthetic products the reconstructive phase of rehabilitation and patient education UPDATED and EXPANDED Significantly updated chapter on amputations and prosthetics includes the addition of a new threaded case study on Daniel a 19 year old combat engineer in the United States Army who suffered the traumatic amputation of his non dominant left upper extremity below the elbow **Employee Benefits in Mergers and Acquisitions, 2015 - 2016 Edition** Ilene H. Ferenczy, 2015-09-22 Fully updated to reflect the latest legislation regulation

and IRS and DOL guidance the 2015 2016 Edition of Employee Benefits in Mergers and Acquisitions is designed for both benefits experts who have little experience with mergers and acquisitions issues and mergers and acquisitions specialists who have little background in benefits administration Comprehensive yet easy to use it provides the expert guidance you need to help ensure legal and tax compliance and avoid costly litigation and penalties as you work to integrate and administer the employee benefits programs of two or more companies Written by recognized authority Ilene H Ferenczy and a team of noted experts Employee Benefits in Mergers and Acquisitions 2015 2016 Edition has been updated to include The current status of the Patient Protection and Affordable Care Act PPACA on plans involved in business transactions including information regarding new reporting requirements in relation to health plans Discussion of the plan fiduciary s responsibilities in relation to the service provider and participant fee disclosures The PPACA mandated IRS and DOL guidance and its effect on plan administration and issues in mergers and acquisitions The latest Supreme Court opinion relating to employee stock ownership plans ESOPs and the elimination of the Moench presumption of prudence in purchasing employer securities Expansion of the chapter on executive compensation to include discussions relating to initial public offerings stock based compensation for insiders of expatriated corporations and the Dodd Frank Act And much more

Sheehy's Manual of Emergency Care - E-Book Emergency Nurses Association, 2022-12-30 American Journal of Nursing AJN Book of the Year Awards 1st Place in Critical Care Emergency Nursing 2023 Selected for Doody s Core Titles 2024 in Emergency Care Sheehy s Manual of Emergency Care 8th Edition offers complete up to date coverage of the essentials emergency nurses need to know Each condition commonly seen in the emergency setting is thoroughly addressed from signs and symptoms to diagnosis treatment developmental considerations patient education and more Updated material and easy to reference contents make this resource a must have for current practice Quick reference format is ideal for updating emergency nursing knowledge and improving patient care Detailed discussions for each condition include signs and symptoms diagnosis diagnostic testing treatment interventions age developmental considerations and patient family education discharge instructions Authorship from the Emergency Nurses Association for more than 30 years ensures this book is a mainstay for best practices in emergency nursing Content presented in a bulleted format provides quick and easy access to vital information Practice points highlighted in special boxes offer quick reference to important content NEW Restructured table of contents presents anatomically related medical and trauma chapters sequentially for quick reference NEW Considerations for critical care in the ED NEW Considerations for the transgender patient NEW Section on human trafficking in the Interpersonal Violence and Abuse chapter NEW Section on violent risk assessment in the Workplace Violence chapter NEW Color photos insert visually highlights and clarifies key content EXPANDED Substance Abuse and Addiction Emergencies chapter covers methamphetamines bath salts marijuana edibles opioid abuse prescription drug abuse heroin Narcan and substance abuse disorder EXPANDED Chapter on end of life includes information on palliative care

considerations UPDATED Infectious Diseases chapter addresses coronavirus 19 COVID 19 Ebola and vector borne malaria

Managing the Dental Team: Guidelines for Practice Success American Dental Association, 2016-12-05 Provides dental practices with sample job descriptions guidelines for handling hiring and terminations performance evaluations and salary reviews

College Student Mental Health Heidi Levine, Susan R. Stock, 2017-01-13 In recent years there has been heightened attention paid to the mental health needs of college students the range and scope of these issues and the challenges related to providing mental health services Counseling center data changing legal mandates and anecdotal reports from senior practitioners all point to the growing complexity of managing these issues This volume examines clinical issues for student affairs professionals beyond the counseling center addressing how campuses can be prepared for and respond to mental health issues It helps readers cultivate a community centered understanding of and sense of shared responsibility for promoting mental health knowledge about best practices for service provision and strategies for dealing with mental health issues pertaining to specific student populations and issues within the environment Topics covered include Contextual and foundational information related to current student mental health trends Mental health aspects of certain populations including military connected students students on the autism spectrum and international student Bigger picture systemic issues related to mental health faced by colleges and universities and Future directions of mental health on campuses This is the 156th volume of this Jossey Bass higher education quarterly series An indispensable resource for vice presidents of student affairs deans of students student counselors and other student services professionals New Directions for Student Services offers guidelines and programs for aiding students in their total development emotional social physical and intellectual

Managing Medical Devices within a Regulatory Framework Beth Ann Fiedler, 2016-09-10 Managing Medical Devices within a Regulatory Framework helps administrators designers manufacturers clinical engineers and biomedical support staff to navigate worldwide regulation carefully consider the parameters for medical equipment patient safety anticipate problems with equipment and efficiently manage medical device acquisition budgets throughout the total product life cycle This contributed book contains perspectives from industry professionals and academics providing a comprehensive look at health technology management HTM best practices for medical records management interoperability between and among devices outside of healthcare and the dynamics of implementation of new devices Various chapters advise on how to achieve patient confidentiality compliance for medical devices and their software discuss legal issues surrounding device use in the hospital environment of care the impact of device failures on patient safety methods to advance skillsets for HTM professionals and resources to assess digital technology The authors bring forth relevant challenges and demonstrate how management can foster increased clinical and non clinical collaboration to enhance patient outcomes and the bottom line by translating the regulatory impact on operational requirements Covers compliance with FDA and CE regulations plus EU directives for service and maintenance of medical devices Provides operational and clinical

practice recommendations in regard to regulatory changes for risk management Discusses best practices for equipment procurement and maintenance Provides guidance on dealing with the challenge of medical records management and compliance with patient confidentiality using information from medical devices Auditing IT Infrastructures for Compliance Marty Weiss, Michael G. Solomon, 2015-07-10 The Second Edition of Auditing IT Infrastructures for Compliance provides a unique in depth look at recent U S based Information systems and IT infrastructures compliance laws in both the public and private sector Written by industry experts this book provides a comprehensive explanation of how to audit IT infrastructures for compliance based on the laws and the need to protect and secure business and consumer privacy data Using examples and exercises this book incorporates hands on activities to prepare readers to skillfully complete IT compliance auditing *Nurse's Legal Handbook* Kathy Ferrell, 2015-08-31 An authoritative guide to the legal and ethical issues faced daily by nurses this handbook includes real life examples and information from hundreds of court cases It covers the full range of contemporary concerns including computer documentation workplace violence and harassment needlesticks telephone triage pain management prescribing privacy and confidentiality An entire chapter explains step by step what to expect in a malpractice lawsuit *Recreational Therapy Assessment* Thomas K. Skalko, Jerome F. Singleton, 2020 Recreational Therapy Assessment is an evidence based guide connecting the recreational therapy assessment process with the International Classification of Functioning Disability and Health ICF to help therapeutic recreation professionals classify individuals functionality to better meet the needs of clients **Acute and Chronic Wounds - E-Book** Ruth Bryant, Denise Nix, 2015-12-07 Prevent and manage wounds with this expert all inclusive resource Acute the comprehensive approach includes the latest advances in diagnosis differentiation of wound types nutrition prevention treatment and pharmacology Self assessment questions and answers in each chapter help you assess your knowledge and prepare for all wound certification exams Checklists offer a concise easy to read summary of the steps needed to achieve the best patient care outcomes Risk assessment scales help in determining a patient s risk for developing a wound and wound classification tools identify the proper terminology to be used in documentation Learning objectives at the beginning of each chapter focus your study on the most important content Principles for practice development boost outcomes and productivity in agencies and institutions home care acute care long term care and long term acute care settings NEW coverage includes the latest guidelines from WOCN AAWC NPUAP EPUAP and PPPIA and the American College of Physicians New sections cover the prevention and management of biofilm the new skin tear classification system MASD and MARCI CTP terminology and classification scheme and integration of the Health Belief Model NEW Additional full color photographs show the differential diagnosis of types of skin damage management of fistulas and NPWT procedures NEW Clinical Consult features help in applying concepts to clinical practice showing students and health care professionals how to assess manage and document real life patient and staff encounters using the ADPIE framework NEW two color illustrations and design make the book more

visually appealing

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