

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

Jiyuan Zhang



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Emergency Department Compliance Manual, 2015 Edition Rusty McNew, 2014-12-18 Nothing provided *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

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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 **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

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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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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

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

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