

## 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 2013

**Lingsheng Yao**



## **Hipaa Policy And Procedure Manual 2013:**

**Emergency Department Compliance Manual** Rusty Mcnew, 2013-01-23 Emergency Department Compliance Manual 2013 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. Emergency Department Compliance Manual has been updated to include new and updated legal and regulatory information affecting your ED including Updated questions and answers covering such topics as Physician Payment Sunshine Act requirements, What a HIPAA audit involves, Joint Commission requirements for patient centered communication, Joint Commission requirements for the use of scribes, Hospitals response to uncompensated emergency department care, Factors including drug shortages that affect patient safety, Joint Commission requirements to manage patient flow, The Supreme Court decision's impact on health care reform, Fraud and abuse updates, OIG reassignment alert, Stage 2 meaningful use requirements, Affordable Care Act summary of health plan benefits and coverage, SBC requirements, Hospital value based purchasing update, Medicare Shared Savings Program requirements, New Joint Commission survey questions and answers, Updated sections on hospital accreditation standards, New and updated forms, policies and other reference materials to facilitate compliance including Memorandum of Understanding Regarding Reciprocal Lateral Transfer, Sample Lateral Transfer into Hospital, Transfer Process, Commonly Abused Prescription Drugs, Medication Use Agreement, ED Director's Weekly Wrap Up Report to Staff, Communication Template, Staff Meeting, Safety Triggers, ED Registered Nurse Clinical Ladder Program, ED Registered Nurse Clinical Ladder Program Expectations, Criteria for Each Dimension, ED Nursing Education File Checklist, ED New Hire Plan, Extra Shift Bonus Policy, Guidelines for Extra Shift Bonus Pay, ED Overtime Justification, ED Communication Checklist, ED Downtime Track

**Creating and Updating an Employee Policy Manual: Policies for Your Practice** American Dental

Association,2016-06-01 This resource helps dental practices develop an office policy manual Includes sample policies forms and worksheets to help craft the perfect policy for your dental employee handbook With 99 sample dental office policies sample dental job descriptions templates for forms worksheets and checklists and explanations of at will employment Also offers information on dental staff training including OSHA and HIPAA     *The Complete Concise HIPAA Reference 2014 Edition* Supremus Group LLC,2014-05-21 HIPAA Overview     **Saunders Essentials of Medical Assisting - E-Book** Diane M. Klieger,2013-08-09 Saunders Essentials of Medical Assisting 2nd Edition is designed to give you just the right amount of the essential information you need to prepare for your career as a medical assistant It covers all of the need to know information in an organized approachable format The condensed information is perfect for shorter programs of study and as a review tool for certification or re certification for practicing medical assistants Full color and visually oriented this text presents information in manageable segments that give you all the relevant facts without being overwhelming With the most up to date information on basic body systems foundational concepts such as medical terminology nutrition and full coverage of office concepts and procedures you ll have everything you need to know to begin your Medical Assisting career with confidence Full color design is visually stimulating and great for visual learners Helpful studying features guide students through the material such as Learning Objectives for every chapter Key Information summarized in tables throughout the text and emphasized Key Words Practical Applications case studies at the beginning of each chapter quickly introduce students to real life Medical Assisting Word Parts and Abbreviations at the end of the Anatomy and Physiology sections reinforce learned medical terminology Illustrated step by step Procedures with charting examples and rationales show how to perform and document administrative and clinical procedures UPDATED information on Medical Office Technology prepares students for jobs in today s modern and often hectic medical offices NEW Disaster Preparedness content demonstrates how medical offices can work closely with community and health departments during an emergency Newly organized information emphasizes foundational areas of knowledge with new chapters on Nutrition Phlebotomy Venipuncture and Blood Lymphatic and Immune Systems     **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

Using Technology to Enhance Clinical Supervision Tony Rousmaniere, Edina Renfro-Michel, 2016-01-08 This is the first comprehensive research and practice based guide for understanding and assessing supervision technology and for using it to improve the breadth and depth of services offered to supervisees and clients Written by supervisors for supervisors it examines the technology that is currently available and how and when to use it Part I provides a thorough review of the technological legal ethical cultural accessibility and security competencies that are the foundation for effectively integrating technology into clinical supervision Part II presents applications of the most prominent and innovative uses of technology across the major domains in counseling along with best practices for delivery Each chapter in this section contains a literature review concrete examples for use case examples and lessons learned Requests for digital versions from the ACA can be found on [wiley.com](http://wiley.com) To request print copies please visit the ACA website here Reproduction requests for material from books published by ACA should be directed to [permissions@counseling.org](mailto:permissions@counseling.org)

**Documentation for Athletic Training** Jeff G. Konin, Margaret Frederick Thompson, 2024-06-01 Documentation for Athletic Training Third Edition provides all the important and relevant information that a practicing athletic trainer needs to possess to provide accurate documentation These topics include legal considerations electronic medical records and numerous tips for effective verbal and written communication styles This Third Edition by Drs Jeff G Konin and Margaret Frederick Thompson continues to provide a plethora of standard templates to refer to as examples of the most commonly used forms in athletic training practice settings The authors represent decades of collective experience as clinicians educators and administrators and offer insight on the importance of timely and appropriate methods for athletic training documentation Documentation for Athletic Training Third Edition has strengthened chapters on electronic documentation and documentation for reimbursement These are continuously evolving areas that require an understanding of not just a single type of software system but rather a foundation of knowledge related to the principles of each Additionally a chapter has been added on contemporary type of documentation Communication in the forms of text messages social media and other common types of information sharing are discussed Features inside the Third Edition Learning objectives for each chapter Pearls of Wisdom on key points Discussion and study questions Worksheets and commonly used documentation forms Glossary of terms Symbols and medical

terminology abbreviations Documentation for Athletic Training Third Edition continues to be the only textbook dedicated to the topic of documentation and presents a wide array of methods and forms providing students educators and clinicians with a multifaceted tool box for their documentation needs *Business Basics for Dentists* David O. Willis, 2013-03-05 Dr David Willis combines his experience as a practicing dentist educator MBA and certified financial planner in this breakthrough text about managing a dental business Rather than a checklist of steps for success Business Basics for Dentists describes business economic marketing and management principles and explains how to apply them to the dental practice Dental students and new practitioners will learn how to use the core strategic and operational business philosophies to develop an effective dental practice He provides the essential elements of a business course management principles economics business finance and financial analysis without bogged down in too much detail These are then related specifically to various aspects of running and managing a dental practice including office communications billing inventory and marketing the practice All aspects of practice transition are approached career opportunities buying a practice starting a new practice multi practitioner arrangements practice valuation and planning and developing a practice Last Willis included personal financial planning to ensure that the dentist is also planning for his own finances and retirement beyond the bounds of the practice

Security, Trust, and Regulatory Aspects of Cloud Computing in Business Environments Srinivasan, S., 2014-03-31

Emerging as an effective alternative to organization based information systems cloud computing has been adopted by many businesses around the world Despite the increased popularity there remain concerns about the security of data in the cloud since users have become accustomed to having control over their hardware and software Security Trust and Regulatory Aspects of Cloud Computing in Business Environments compiles the research and views of cloud computing from various individuals around the world Detailing cloud security regulatory and industry compliance and trust building in the cloud this book is an essential reference source for practitioners professionals and researchers worldwide as well as business managers interested in an assembled collection of solutions provided by a variety of cloud users **Emergency Department**

**Compliance Manual, 2015 Edition** Rusty McNew, 2014-12-18 Nothing provided *Workbook for Health Insurance Today - E-Book* Janet I. Beik, 2014-04-04 Corresponding to the chapters in Health Insurance Today 4th Edition this workbook lets you practice the skills you will need to succeed as a health insurance professional Practical assignments reinforce the information in the text and learning activities and exercises challenge you to apply your knowledge to real world situations Case studies ask you to solve a real world problem related to health insurance such as completing a CMS 1500 claim form or explaining how HIPAA could affect someone recently out of work Critical Thinking activities strengthen your ability to apply health insurance concepts to a variety of challenging situations Performance objectives include hands on application based learning activities in areas such as completing claim forms posting payments to a patient's ledger filling out Release to Return to Work forms and filling out Medicare appeals Chapter assessments test your knowledge of text content with

multiple choice true false short answer fill in the blank and matching questions Application exercises ask you to apply your knowledge and skills to real world situations Defining Chapter Terms help you review and understand key terms in each chapter Problem solving collaborative group activities emphasize the importance of teamwork in the health care field In class projects and discussion topics enhance your understanding of specific content from the text Internet Exploration exercises in each chapter help you learn how to perform research online NEW Key coverage of new topics includes medical identity theft and prevention National Quality Forum NQF patient safety measures ACSX12 Version 5010 HIPAA transaction standards EMS rule on mandatory electronic claims submission and standards and implementation specifications for electronic health record technology UPDATED Additional ICD 10 coding content prepares you for the upcoming switch to the new coding system UPDATED Medicare chapter reflects updates and changes from the new presidential administration **Cloud**

**Technology: Concepts, Methodologies, Tools, and Applications** Management Association, Information Resources,2014-10-31 As the Web grows and expands into ever more remote parts of the world the availability of resources over the Internet increases exponentially Making use of this widely prevalent tool organizations and individuals can share and store knowledge like never before Cloud Technology Concepts Methodologies Tools and Applications investigates the latest research in the ubiquitous Web exploring the use of applications and software that make use of the Internet s anytime anywhere availability By bringing together research and ideas from across the globe this publication will be of use to computer engineers software developers and end users in business education medicine and more **Developing**

**Cybersecurity Programs and Policies in an AI-Driven World** Omar Santos,2024-07-16 ALL THE KNOWLEDGE YOU NEED TO BUILD CYBERSECURITY PROGRAMS AND POLICIES THAT WORK Clearly presents best practices governance frameworks and key standards Includes focused coverage of healthcare finance and PCI DSS compliance An essential and invaluable guide for leaders managers and technical professionals Today cyberattacks can place entire organizations at risk Cybersecurity can no longer be delegated to specialists Success requires everyone to work together from leaders on down Developing Cybersecurity Programs and Policies in an AI Driven World offers start to finish guidance for establishing effective cybersecurity in any organization Drawing on more than two decades of real world experience Omar Santos presents realistic best practices for defining policy and governance ensuring compliance and collaborating to harden the entire organization Santos begins by outlining the process of formulating actionable cybersecurity policies and creating a governance framework to support these policies He then delves into various aspects of risk management including strategies for asset management and data loss prevention illustrating how to integrate various organizational functions from HR to physical security to enhance overall protection This book covers many case studies and best practices for safeguarding communications operations and access alongside strategies for the responsible acquisition development and maintenance of technology It also discusses effective responses to security incidents Santos provides a detailed examination of compliance

requirements in different sectors and the NIST Cybersecurity Framework LEARN HOW TO Establish cybersecurity policies and governance that serve your organization s needs Integrate cybersecurity program components into a coherent framework for action Assess prioritize and manage security risk throughout the organization Manage assets and prevent data loss Work with HR to address human factors in cybersecurity Harden your facilities and physical environment Design effective policies for securing communications operations and access Strengthen security throughout AI driven deployments Plan for quick effective incident response and ensure business continuity Comply with rigorous regulations in finance and healthcare Learn about the NIST AI Risk Framework and how to protect AI implementations Explore and apply the guidance provided by the NIST Cybersecurity Framework

**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

AR 40-3 04/23/2013 MEDICAL, DENTAL, AND VETERINARY CARE , Survival Ebooks Us Department Of Defense,www.survivalebooks.com,Department of Defense,Delene Kvasnicka,United States Government US Army,United States Army,Department of the Army,U. S. Army,Army,DOD,The United States Army, AR 40 3 04 23 2013 MEDICAL DENTAL AND VETERINARY CARE Survival Ebooks

**Health Insurance Today** Janet I. Beik,2013 With an emphasis on preparing and filing claims electronically Health Insurance Today 4th Edition features completely updated content on ICD 10 coding ARRA HI TECH Version 5010 electronic health records the Health Insurance Reform Act and more The friendly writing style and clear learning objectives help you understand and retain important information with review questions and activities that encourage critical thinking and practical application of key concepts

THE BIG BOOK OF JOBS 2012-2013 McGraw-Hill Editors,2011-07-26 Up to date authoritative job information from the most trusted source the U S Department of Labor Does your resume tell employers what they really need to know Which fields are showing the most growth opportunity What is a realistic salary for the job you want Whether you ve recently earned a degree decided to change careers or reentered the workforce after an extended absence is the



guide you need to make the right decisions the first time around The Job Seekers Guide provides expert advice on Choosing a career path Building career management skills Researching careers in the information age Writing effective cover letters and polished resumes The Occupational Outlook Handbook offers the latest statistics on Working conditions Employment trends and outlooks Training qualifications and advancement Salary ranges Emergency Care and Transportation of the Sick and Injured American Academy of Orthopaedic Surgeons (AAOS),2013-04-09 In 1971 the American Academy of Orthopaedic Surgeons AAOS published the first edition of Emergency Care and Transportation of the Sick and Injured and created the backbone of EMS education Now the Tenth Edition of this gold standard training program raises the bar even higher with its world class content and instructional resources that meet the diverse needs of today s educators and students Based on the new National EMS Education Standards the Tenth Edition offers complete coverage of every competency statement with clarity and precision in a concise format that ensures student comprehension and encourages critical thinking The experienced author team and AAOS medical editors have transformed the Education Standards into a training program that reflects current trends in prehospital medicine and best practices New cognitive and didactic material is presented along with new skills and features to create a robust and innovative training solution for your course that will engage students minds Kinn's The Medical Assistant - E-Book Deborah B. Proctor,Alexandra Patricia Adams,2013-12-27 Prepare for a successful career in medical assisting Kinn s The Medical Assistant 12th Edition helps you learn the real world administrative and clinical skills essential to working in the health care setting Administrative coverage ranges from professionalism and interpersonal skills to billing and coding and electronic health records clinical content teaches how to assist with medications diagnostic procedures and surgeries And no other comprehensive medical assisting text can match its coverage of assisting with medical specialties Written by medical assisting experts Alexandra Adams and Deborah Proctor this classic resource also includes an Evolve companion website with practical exercises and activities videos and review questions for the CMA and RMA certification exams More chapters on assisting with medical specialties than any other Medical Assisting text prepare you to assist in specialty exams and make you better qualified to work in specialty fields like cardiology dermatology ophthalmology gynecology and neurology Step by step illustrated procedures make it easier to learn and understand medical assisting skills and include rationales for each step Threaded case scenarios help you develop critical thinking skills and apply concepts to realistic administrative and clinical situations Patient education and legal and ethical issues are described in relation to the Medical Assistant s job A Portfolio Builder on the Evolve website helps you demonstrate proficiency to potential employers Detailed learning objectives and vocabulary with definitions in each chapter help you study more effectively with connections icons linking concepts in the text to exercises in the study guide and on the Evolve companion website Study Guide includes a variety of exercises to test your knowledge and critical thinking skills case scenarios from the book and a Procedure Checklists Manual Sold separately NEW Charting examples within the procedures are highlighted for

easier learning UPDATED coverage of the Electronic Health Record ensures that you are familiar with the technology you ll use on the job UPDATED content on alternative therapies and treatment includes the latest herbal remedies such as red rice yeast for lowering cholesterol St John s Wort for depression and probiotic bacteria for GI maladies      *Kinn's The Administrative Medical Assistant - E-Book* Alexandra Patricia Adams,2013-11-28 Prepare for a successful career in medical assisting Kinn s The Administrative Medical Assistant 8th Edition helps you learn the real world administrative skills essential to working in the health care office In depth coverage ranges from professional behavior and interpersonal skills to billing and coding electronic health records and management of practice finances Written by administrative medical assisting expert Alexandra Adams this classic resource also includes an Evolve companion website with exercises and activities videos review questions for the CMA and RMA certification exams and an interactive portfolio builder Step by step illustrated procedures make it easier to learn and understand medical assisting skills and include rationales for each step Threaded case scenarios let you develop critical thinking skills and apply concepts learned in each chapter to realistic administrative situations Study Guide includes a variety of exercises to test your knowledge and critical thinking skills case scenarios from the book and a Procedure Checklists Manual Sold separately Emergency Preparedness and Assisting with Medical Emergencies chapter prepares you to take action during crises and urgent situations Detailed learning objectives and vocabulary with definitions in each chapter help you study more effectively with connections icons linking concepts in the text to exercises in the study guide and on the Evolve companion website Patient education and legal and ethical issues are described in relation to the Medical Assistant s job A Portfolio Builder on the Evolve website helps you demonstrate proficiency to potential employers NEW Charting examples within the procedures are highlighted for easier learning UPDATED coverage of the Electronic Health Record ensures that you are familiar with the technology you ll use on the job

## **Hipaa Policy And Procedure Manual 2013** Book Review: Unveiling the Magic of Language

In a digital era where connections and knowledge reign supreme, the enchanting power of language has become much more apparent than ever. Its power to stir emotions, provoke thought, and instigate transformation is truly remarkable. This extraordinary book, aptly titled "**Hipaa Policy And Procedure Manual 2013**," written by a very acclaimed author, immerses readers in a captivating exploration of the significance of language and its profound effect on our existence. Throughout this critique, we will delve into the book's central themes, evaluate its unique writing style, and assess its overall influence on its readership.

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## **Hipaa Policy And Procedure Manual 2013 Introduction**

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