

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 For Pharmacies

Shane P. Desselle, David P. Zgarrick



Hipaa Policy And Procedure Manual For Pharmacies:

Pharmacy Law in Alabama Marilyn N. Bulloch, Scott Penzak, Lena McDowell, 2025-03-21 In most states anyone wishing to obtain a license to practice pharmacy must take a state specific test on pharmacy law called the Multistate Pharmacy Jurisprudence Examination MPJE This exam is a combination of Federal pharmacy law and state specific laws While some states have their laws rules and regulations in an easy to access area there is no centralized area for all the content on the MPJE exam in Alabama Furthermore student pharmacists are typically only taught state specific laws rules and regulations for the state in which their school resides If a person graduates from a school in a different state they must compile all the information for the MPJE themselves which can be cumbersome and time consuming This book seeks to bridge this gap by including all the information needed to prepare for the MPJE for the state of Alabama authored by pharmacists who are actively practicing and teaching within the state

Handbook of Institutional Pharmacy Practice Thomas R. Brown, 2006 This comprehensive text provides fundamental information on a broad spectrum of essential topics in health system pharmacy practice From an overview of health delivery systems and hospital pharmacy through various practice settings such as home care long term care hospice and palliative care ambulatory care and managed care this text focuses on various elements important to health system pharmacies The Handbook of Institutional Pharmacy Practice is the first step in developing a career in pharmacy and provides opportunities for study in career enhancement New chapters included in the fourth edition Integrity of the Drug Supply Overview of the History of Hospital Pharmacy in the United States Interprofessional Teams Collaborative Practice Models Development Implementation and Monitoring Therapeutic Plans and Evidence Based Medicine

Manual for Pharmacy Technicians Bonnie S. Bachenheimer, 2019-08-15 The Trusted Training Resource for Pharmacy Technicians at All Levels The role of pharmacy technicians is rapidly expanding and demand for well trained technicians has never been higher Technicians are assuming more responsibilities and are taking on greater leadership roles Quality training material is increasingly important for new technicians entering the field and current technicians looking to advance Look no further than the new 5th edition of the best selling Manual for Pharmacy Technicians to master the practical skills and gain the foundational knowledge all technicians need to be successful

Best Practices for Hospital and Health-System Pharmacy 2013-2014 American Society of Health-System Pharmacists, 2013-10-01 ASHP position statements and more than 70 guidance documents of varying scope provide ongoing advice to managers and practitioners to help improve the medication use process patient care and safety and patient outcomes and quality of life New or revised material in this edition includes Clinical Practice Guidelines for Antimicrobial Prophylaxis in Surgery Clinical Practice Guidelines for the Management of Pain Agitation and Delirium in Adult Patients in the Intensive Care Unit ASHP Therapeutic Position Statement on the Role of Pharmacotherapy in Preventing Venous Thromboembolism in Hospitalized ASHP Guidelines on Compounding Sterile Preparations ASHP Guidelines on Home Infusion Pharmacy Services ASHP

Statement on the Pharmacy Technician's Role in Pharmacy Informatics ASHP Statement on the Pharmacist's Role in Substance Abuse Prevention Education and Assistance Journal of the American Pharmaceutical Association, 2002

The Pharmacy Technician, 7e Perspective Press, 2020-01-15 Endorsed by the American Pharmacists Association APhA The Pharmacy Technician 7e is a valuable tool for pharmacy technician students This applied accessible book is a practical text for understanding the principles career concepts and pharmacy skills needed to be a successful pharmacy technician It offers clear concise information to help students learn the material and pass the national certification exams the Pharmacy Technician Certification Exam PTCE and the Exam for Certification of Pharmacy Technicians ExCPT This book was designed to be accompanied by The Pharmacy Technician Workbook Certification Review 7e to help prepare for the certification exams This textbook aligns with the Fifth Edition of the American Society of Health System Pharmacists ASHP Model Curriculum for Pharmacy Technician Education and Training Programs and the 2020 content outline for the Pharmacy Technician Certification Examination PTCE Preceptor's Handbook for Pharmacists Lourdes M. Cuellar, Diane B. Ginsburg, 2009-07-02 In order for you to make a difference to new pharmacists you must remain challenged and energized by your role as preceptor ASHP's Preceptor's Handbook for Pharmacists second edition in a completely revised format gives new and experienced preceptors residents and pharmacy directors the practical advice needed to start new pharmacists on the path to success In eleven no nonsense chapters you will learn what it takes to be an effective preceptor mentor and career advisor Inside you will learn how to Fit precepting responsibilities into your schedule Guide yourself and your site through the new ACPE guidelines Ask leading questions Calm students fears and worries Give constructive feedback Use the latest assessment tools Promote self directed learning Develop effective goals and objectives for your student And much more The second edition features new tips updated content and newly organized information so that you can find the information you need quickly It was also written with terminology that complies with ACPE standards Pearls are highlighted so that you can pick up the book anytime you need inspiration **Pharmacy Mastery** Dr. Esha Vatsa, Ms. Shipra Gautam, Dr. Shilpi Arora, 2025-03-22 The primary objective of this book is to cater to the needs of students preparing for competitive examinations and to assist beginners in understanding the intricacies of pharmacy coursework This extensively researched Multiple Choice Question MCQ book has been thoughtfully designed to help pharmacy students professionals and educators assess and enhance their knowledge in the field The book covers a wide range of topics aligned with the latest pharmacy curriculum and syllabus It features a comprehensive collection of meticulously crafted MCQs to test understanding and retention Each chapter concludes with clear and concise answers to facilitate deeper learning and clarification This book serves as a valuable resource for coursework GPAT preparation and end semester examinations for B Pharm II Semester students By practicing the MCQs students can identify areas that require improvement across various subjects including Human Anatomy and Physiology Pharmaceutical Organic Chemistry Biochemistry Pathophysiology Computer Applications in

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Pharmacy Practice and the Law Richard R. Abood,Kimberly A. Burns,2015-12-03 Burns joins Abood for this edition of a law textbook for teaching the facts of pharmacy law the background underpinning those facts and critical thinking in the field They have revised it to account for changes in law and practice and to incorporate suggestions from instructors who have used previous editions Their topics are the law and the legal system federal regulation of medications development production and marketing federal regulation of medications dispensing the closed system of controlled substance distribution dispensing controlled substances federal regulation of pharmacy practice state regulation of pharmacy practice and pharmacist malpractice and liability and risk management strategies **Pharmacy Management** Shane P. Desselle,David P. Zgarrick,2005 Editors Desselle and Zgarrick have brought together 33 contributed chapters in their endeavor to prepare pharmacy students for the realities of managing a practice After a section on why it s important to study management in

pharmacy school coverage includes the various ins and outs of managing oneself understanding stress operations people

Workbook for the Manual for Pharmacy Technicians Mary B. McHugh, 2013-01-01 This brand new companion workbook contains additional exercises assessment activities for every chapter of the Manual for Pharmacy Technicians 4th Edition It incorporates a wide range of questions activities such as multiple choice short answer fill in the blank matching terms crossword true or false cryptograms puzzles and research questions This resource includes more than 700 exercises and can be used by individual students practitioners for self assessment in conjunction with the Manual or used in class by instructors for exercises and activities Visit www.ashp.org/techworkbook for an online bonus quiz of 50 additional questions Complete your technician training with the Workbook for the Manual for Pharmacy Technicians along with the Manual for Pharmacy Technicians 4th edition and the Pharmacy Technician Certification Review and Practice Exam

Pharmacy Management, Third Edition Shane Desselle, David Zgarrrick, Greg Alston, 2012-06-12 A comprehensive pharmacy management textbook that combines evidence based management theories with practical solutions for the issues pharmacists face every day Covering everything from operations management and purchasing to Medicare Part D this complete guide explains vital pharmacy management topics across all practice settings Featuring material derived from the best and most contemporary primary literature this comprehensive text focuses on teaching the skills essential to the everyday practice of pharmacy Pharmacy Management 3e is enriched by input from faculty who teach pharmacy management from pharmacy students and from pharmacists who apply management principles in their daily practice More than any other text it reflects the challenges facing today's pharmacist The book is filled with advice from the field's top experts who take you through the principles applicable to all aspects of pharmacy practice from managing money to managing personal stress Long after you've completed your last course you'll turn to Pharmacy Management for answers to make your practice more professionally rewarding and personally enriching

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Pharmacy Practice and the Law with Navigate Advantage Access Richard R. Abood, Kimberly A. Burns, Frederick Frankhauser, 2023-10-19 Pharmacy Practice and the Law helps Pharmacy students understand and critically analyze the law that governs both the profession and the products they distribute Abood Burns includes the most up to date federal legal regulatory and policy developments as well as new developments to various medical pharmaceutical programs

Foundations of Health Information Management - E-Book Nadinia A. Davis, Melissa LaCour, 2016-01-20 Foundations of Health Information Management 4th Edition is an

absolute must for any student beginning a career in HIM Balancing comprehensive coverage with an engaging easy to understand tone this text focuses on healthcare delivery systems electronic health records and the processing maintenance and analysis of health information to present a realistic and practical view of technology and trends in healthcare It prepares you for the role of a Registered Health Information Technician who not only files and keeps accurate records but serves as a healthcare analyst who translates data into useful quality information that can control costs and further research With new SimChart and SimChart for the Medical Office samples the new 2014 AHIMA outcome based competencies and more exercises this fourth edition puts you in a position to succeed on the RHIT certification exam Clear writing style and easy reading level makes reading and studying more time efficient and is ideal for two year associate degree HIM programs and career schools Chapter learning objectives are tied to the American Health Information Management Association s AHIMA HIM domains and subdomains to allow instructors to teach to the credentialing exam and prepare you for the exam Separate legal chapter covers HIPAA privacy regulations and emphasizes the importance of HIPAA compliance in today s healthcare system Statistics chapter gives new students a foundation for learning Four color design and illustrations make content more appealing and easier to learn Exercises at the end of every main section in each chapter encourage you to review and apply key concepts Career Tip and Professional Profile boxes give you a broader view of the field and show you the many career options you have upon graduation and certification Chapter summaries and reviews allow for easy review of each chapter s main concepts Robust appendices including sample paper records electronic documentation and demonstration of Microsoft Excel equip you with all the extras you need to enter the HIM world NEW Content mapped to 2014 AHIMA CEE competencies and domains so you can prepare for the current health information environment and the RHIT exam NEW SimChart and SimChart for the Medical Office samples feature screenshots from EHRs to demonstrate electronic medical records in use NEW More exercises give you additional opportunities to practice your knowledge of material NEW AHIMA competency mapping included in the front of book to provide instructors and students with instant access to the AHIMA domains and competencies needed to prepare for the RHIT exam NEW Classroom handouts can be used in the classroom or as homework and include a variety of exercises

Competence Assessment Tools for Health-System Pharmacies Lee B. Murdaugh, 2007-09-01 Since its original publication Competence Assessment Tools for Health System Pharmacies has continued to meet the changing needs of pharmacy directors and their staff Designed as a complete human resource competence assessment program this benchmark resource ensures pharmacies comply with the competence assessment standards of The Joint Commission Newly updated and revised Competence Assessment provides practical tools to assess and document an employee s ability to perform assigned duties and meet Joint Commission human resource requirements Save time and increase efficiency with this essential tool that supplements and reinforces staff knowledge in key competency areas

Pharmacy Practice and The Law Richard Abood, 2011 The Sixth Edition of this best selling text includes updates to

account for new legal regulatory and policy developments Pharmacy Practice and the Law Sixth Edition provides background history and discussion of the law so as to enable the student to not only learn the facts but to help them understand apply and critically evaluate the information The issues covered in this text are discussed in non legal easy to understand language Challenging open ended discussion questions and edited cases are included in every chapter to facilitate discussion and critical thinking Citations to all laws court cases regulations and other documents are provided An online instructor s manual is available Pharmacy Practice and the Law Sixth Edition is a useful resource both for teaching the facts of pharmacy law and for stimulating critical thinking issues in pharmacy law

Pharmacy Management: Essentials for All Practice

Settings, Fifth Edition David P. Zgarrick,Shane P. Desselle,Greg Alston,Leticia R. Moczygamba,2019-11-29 The leading text on pharmacy management updated to reflect the latest trends and topics Pharmacy Management is a comprehensive textbook that combines evidence based management theories with practical solutions for the issues pharmacists face every day Enhanced by input from educators researchers students and practicing pharmacists the Fifth Edition addresses the evolving role of pharmacists in today s every changing environment Covering the gamut of activities performed by pharmacists from managing money to managing personal stress this complete guide explains vital pharmacy management topics across all practice settings Featuring material derived from the best and most contemporary primary literature Pharmacy Management focuses on learning the skills essential to the everyday practice of pharmacy Long after readers have completed pharmacy school they will turn to Pharmacy Management for answers to make their practice more professionally rewarding and personally enriching Market Physical Therapy students 30 000 USA New Chapters Ethical Decision Making and Problem Solving Negotiating and Pharmacy Technicians Covers all aspects of pharmacy management from managing money and people to personal stress

The VIRGINIA Pharmacy Technician Training Manual, 4th Ed ,

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