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

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Lisette Wright, S. M. Tobias, Angela Hickman

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The Complete Concise HIPAA Reference 2014 Edition Supremus Group LLC, 2014-05-21 HIPAA Overview Contingency Plan Template Suite for HIPAA BIA, BCP and DRP Jamie McCafferty, Bhaven Mehta, 2006 HIPAA Desk Reference 2003 Medicode, Ingenix, 2002 HIPAA Desk Reference is a straightforward practical and easy to use reference that provides a fundamental understanding of all the HIPAA provisions This product will break the regulation down into targeted and manageable components allowing users to improve their knowledge of the regulations and assist in the development of critical assessment questions Managing Your Practice Toyce J. Fitzpatrick, Beverly Ann Glasgow, Jane Young, 2003-05-30 Designated a Doody's Core Title Are you establishing a solo or collaborative health care practice This concise reference book is designed to provide the basic business and management skills you need It is packed with practical information from writing your mission statement to preparing and implementing a business plan to marketing and legal considerations Three sample business plans are included as an appendix Comprehensive Healthcare Simulation: Implementing Best Practices in Standardized Patient Methodology Gayle Gliva-McConvey, Catherine F. Nicholas, Lou Clark, 2020-10-15 This book brings to life best practices of Human Simulation maximizing the Standardized Patient SP methodology that has played a major role in health professions learning and assessment since the 1960s Each chapter reflects the Association of SP Educators Standards of Best Practices SOBPs and provides guidance for implementation Multiple insights are offered through embedded interviews with international experts to provide examples illustrating successful strategies The Human Simulation Continuum Model a practical and theoretical framework is introduced to guide educators in decision making processes associated with the full range of human simulation The Continuum Model spans improvisations structured role play embedded participants and simulated standardized patients. This book also provides the full how to for SP methodology covering topics including case scenario development creating training material training techniques for case portrayal training communication and feedback skills GTA MUTA PTA training SP program administration and professional development for SP Educators A pragmatic user friendly addition to the Comprehensive Healthcare Simulation series Implementing Best Practices in Standardized Patient Methodology is the first book framed by the ASPE SOBPs embracing best practices in human simulation and marshaling the vast expertise of a myriad of SP Educators Evaluation and Management Coding and Documentation Guide Jillian H. Kuruc, 2003 Coding and **Documentation Compliance for the ICD and DSM** Lisette Wright, S. M. Tobias, Angela Hickman, 2017-01-12 Coding and Documentation Compliance for the ICD and DSM provides professionals professors and students with a logical and practical way of understanding a difficult topic in healthcare for the clinician coding Established professionals will find the tools they need to comply with the ICD series HIPAA and integrated care models Professors and students will appreciate having a systemized standardized approach to teaching and learning the more complex aspects of ICD compliance The interplay

between the ICD and DSM manuals is also explicated in clear terms **Dental Office Administration** Geraldine S Irlbacher, Guy S. Girtel, 2020-03-18 Dental Office Administration is a comprehensive resource that details the responsibilities of the dental office professional providing practical communication techniques and tips for problem solving It also provides the necessary clinical background information every dental office professional needs for a successful practice Hands on activities within the text require students to practice common tasks such as dental charting writing a memo or conducting a mock telephone call with another student A free bonus DVD ROM for Windows includes practice management software called DENTRIXG4 practice management to give students real world experience managing patient data and filing electronic claims A companion Website includes the full text and a guiz bank **Ingenix Coding Lab 2** Ingenix, 2002-11 **Expert for Physicians 2003** Medicode, 2002-09 Manual of Molecular Microbiology Randall T. Hayden, Karen C. Carroll, John P. Dekker, Alexander J. McAdam, Donna M. Wolk, 2025-07-02 Your essential guide to design operation management and health care integration of the modern molecular microbiology laboratory. This comprehensive resource offers definitive guidance on the operational and interpretive aspects of clinical molecular microbiology Tailored for medical laboratory professionals it provides practical how to guidance for establishing maintaining and advancing molecular microbiology testing services and details the unique expertise required to support infectious disease diagnostics The Manual offers a clear and practical roadmap for topics ranging from selecting appropriate technologies instruments and analytic pipelines to navigating complex interpretive challenges and positioning diagnostic testing services for future clinical and population health needs Beginning with foundational technologies and their clinical applications this book offers accessible overviews of each method's potential implications and emerging roles Subsequent sections dive meticulously into details of laboratory setup design and operations empowering readers with hands on insights for routine and advanced testing methods including advanced sequencing technologies It also tackles the nuanced challenges of interpreting and reporting results from cutting edge diagnostics including those focused on antimicrobial resistance and metagenomics. The final section explores the broader impact of molecular microbiology on value based care with discussions on clinical management laboratory stewardship and the future of molecular diagnostics in public health Comprehensive and forward looking the Manual of Molecular Microbiology equips readers with both foundational knowledge and practical expertise making it an indispensable reference for today s clinical laboratory professionals **HIPAA and Medical Records for Non-health** Practice Management for the Dental Team E-Book Betty Ladley Finkbeiner, Charles Allan Care Lawyers ,2004 Finkbeiner, 2019-08-21 NEW Content includes the latest information on alternative workforce models dental insurance and reimbursement production and inventory planning UPDATED Art program with modern illustrations and photographs helps you to understand today s office environment tools and equipment EXPANDED and IMPROVED Test Bank with cognitive leveling and mapping to the Dental Assisting National Board DANB test blueprint **Information Security Policies and**

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