

## 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

**Padhraic Smyth**



## **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. [The Complete Concise HIPAA Reference 2014 Edition](#) Supremus Group LLC, 2014-05-21 **HIPAA Overview** **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

***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

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

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**Emergency Department**

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web toddler observation hours of sleep i played with him for a few hours and around two oclock he took a nap woke up at around four thirty if jackson has this same routine everyday then he will get around ten and half hours asleep which is normal for a toddler his age p 104 2 did any of the toddlers behavior seem unusual for this age explain

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web ryan is a twelve month old brown haired brown eyed white toddler he is caucasian with almond shaped eyes i met him at a friend s suburban residence on 10 th february 2020 where he and she live i was there between 12 pm and 6 p m at her place i discovered ryan seated on the living room floor

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web for example in settings practitioners will notice when children have fallen over they will notice that children have run out of glue they will observe and monitor what needs doing as children tidy up these informal observations are vital to the smooth running of the setting

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web jan 31 2023 work samples you can include mark making drawings construction and crafts to document observations of babies and toddlers in your care as you collect evidence of their work also add a short text description of what you saw occurring for example the toddler switching hands during mark making or the exact words sound



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web may 23 2016 2873 the male child w was observed four times over the course of two weeks totaling four hours he was placed in a classroom designated for 2 year olds along with about 12 other children staffed by two full time teachers and a part time teacher the classroom was a very loud and over decorated environment

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web feb 28 2020 the observation was over and i walked the toddler back to class to play with her friends she ran ahead of me into the room during the observation i always asked if the toddler could do something without me demonstrating with p she could do most of the things with just an audio prop but with l i had to demonstrate every single action i asked

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web apr 1 2015 effective observations will benefit each individual child ensuring that the plans and experiences that follow have been considered based on thorough knowledge of the child and purposeful observations you can find a variety of observation templates and completed samples on our templates page observation templates references

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web sharing observations with families for example you might share how a toddler moved a toy shopping cart back and forth until she figured out how to squeeze it behind a table and you might highlight how the child was learning about space and size

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