

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

KJ Lindholm-Leary



Hipaa Policy And Procedure Manual 2015:

The book delves into Hipaa Policy And Procedure Manual 2015. Hipaa Policy And Procedure Manual 2015 is an essential topic that needs to be grasped by everyone, ranging from students and scholars to the general public. This book will furnish comprehensive and in-depth insights into Hipaa Policy And Procedure Manual 2015, encompassing both the fundamentals and more intricate discussions.

1. The book is structured into several chapters, namely:

- Chapter 1: Introduction to Hipaa Policy And Procedure Manual 2015
- Chapter 2: Essential Elements of Hipaa Policy And Procedure Manual 2015
- Chapter 3: Hipaa Policy And Procedure Manual 2015 in Everyday Life
- Chapter 4: Hipaa Policy And Procedure Manual 2015 in Specific Contexts
- Chapter 5: Conclusion

2. In chapter 1, this book will provide an overview of Hipaa Policy And Procedure Manual 2015. This chapter will explore what Hipaa Policy And Procedure Manual 2015 is, why Hipaa Policy And Procedure Manual 2015 is vital, and how to effectively learn about Hipaa Policy And Procedure Manual 2015.
3. In chapter 2, the author will delve into the foundational concepts of Hipaa Policy And Procedure Manual 2015. The second chapter will elucidate the essential principles that need to be understood to grasp Hipaa Policy And Procedure Manual 2015 in its entirety.
4. In chapter 3, the author will examine the practical applications of Hipaa Policy And Procedure Manual 2015 in daily life. This chapter will showcase real-world examples of how Hipaa Policy And Procedure Manual 2015 can be effectively utilized in everyday scenarios.
5. In chapter 4, this book will scrutinize the relevance of Hipaa Policy And Procedure Manual 2015 in specific contexts. The fourth chapter will explore how Hipaa Policy And Procedure Manual 2015 is applied in specialized fields, such as education, business, and technology.
6. In chapter 5, the author will draw a conclusion about Hipaa Policy And Procedure Manual 2015. This chapter will summarize the key points that have been discussed throughout the book.

The book is crafted in an easy-to-understand language and is complemented by engaging illustrations. It is highly recommended for anyone seeking to gain a comprehensive understanding of Hipaa Policy And Procedure Manual 2015.

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