

## 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 Pharmacy Privacy Policy And Procedure Manual

**Yardlee Kauffman, Daniel M. Witt**



## **Hipaa Pharmacy Privacy Policy And Procedure Manual:**

**Manual for Pharmacy Technicians** Bonnie S. Bachenheimer, 2019-08-15 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 It is the trusted training resource for pharmacy technicians at all levels *The Practical Guide to HIPAA Privacy and Security Compliance, Second Edition* Rebecca Herold, Kevin Beaver, 2014-10-20 Following in the footsteps of its bestselling predecessor The Practical Guide to HIPAA Privacy and Security Compliance Second Edition is a one stop up to date resource on Health Insurance Portability and Accountability Act HIPAA privacy and security including details on the HITECH Act the 2013 Omnibus Rule and the pending rules Updated and revised with several new sections this edition defines what HIPAA is what it requires and what you need to do to achieve compliance The book provides an easy to understand overview of HIPAA privacy and security rules and compliance tasks Supplying authoritative insights into real world HIPAA privacy and security issues it summarizes the analysis training and technology needed to properly plan and implement privacy and security policies training and an overall program to manage information risks Instead of focusing on technical jargon the book spells out what your organization must do to achieve and maintain compliance requirements on an ongoing basis *The Definitive Guide to Complying with the HIPAA/HITECH Privacy and Security Rules Jr.*, John J. Trinckes, 2012-12-03 The Definitive Guide to Complying with the HIPAA HITECH Privacy and Security Rules is a comprehensive manual to ensuring compliance with the implementation standards of the Privacy and Security Rules of HIPAA and provides recommendations based on other related regulations and industry best practices The book is designed to assist you in reviewing the accessibility of electronic protected health information EPHI to make certain that it is not altered or destroyed in an unauthorized manner and that it is available as needed only by authorized individuals for authorized use It can also help those entities that may not be covered by HIPAA regulations but want to assure their customers they are doing their due diligence to protect their personal and private information Since HIPAA HITECH rules generally apply to covered entities business associates and their subcontractors these rules may soon become de facto standards for all companies to follow Even if you aren't required to comply at this time you may soon fall within the HIPAA HITECH purview So it is best to move your procedures in the right direction now The book covers administrative physical and technical safeguards organizational requirements and policies procedures and documentation requirements It provides sample documents and directions on using the policies and procedures to establish proof of compliance This is critical to help prepare entities for a HIPAA assessment or in the event of an HHS audit Chief information officers and security officers who master the principles in this book can be confident they have taken the proper steps to protect their clients information and strengthen their security posture This can provide a strategic advantage to their organization demonstrating to clients that they not only care about their health and well being but are also vigilant about protecting their clients privacy *Communication Skills in*

*Pharmacy Practice* Robert S. Beardsley, Carole L. Kimberlin, William N. Tindall, 2007-01-01 The Fifth Edition of *Communication Skills in Pharmacy Practice* helps pharmacy and pharmacy technician students learn the principles, skills, and practices that are the foundation for clear communication and the essential development of trust between them and their future patients. This text's logical organization guides students from theory and basic principles to practical skills development to the application of those skills in everyday encounters. Sample dialogues show students how to effectively communicate, and practical exercises fine-tune their communication skills in dealing with a variety of sensitive situations that arise in pharmacy practice. NEW TO THE FIFTH EDITION: New Pharmacy and Pharmacy Technician Instructor's Manuals available on the textbook's thePoint site help faculty administer and deliver their courses. New chapter on medication safety and communication skills. Chapter 9 offers strategies to reduce medication errors and protect patient safety. New chapter on electronic communication in healthcare. Chapter 13 provides guidelines to avoid common misunderstandings via email and the Internet. Expanded coverage of communication skills and interprofessional collaboration. Chapter 12 helps students learn how to effectively interact with other members of the healthcare team. New photographs, illustrations, and tables visually engage students and enhance learning and retention of important concepts.

**The New Hipaa Guide for 2010** Mike Murphy, Mark Waterfill, 2010-04 Michael Murphy, Compliance Professional, is an international training and consulting specialist with 25 years of experience. Mike is President/CEO of Premier Consulting Services Inc. PCSThis guide is the second Mike along with his co-author Mark Waterfill on complying with the requirements of HIPAA Privacy and Security Rules. Mark Waterfill, Attorney at Law, specializes in business and employment law. Mark is a share holder and senior partner with DannPecarNewman Kleiman located in Indianapolis, IN. In addition to his law practice, Mark is an international speaker and author on various topics related to both business and employment law.

**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

**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

**Guide to Pharmacy Legislation** Pasquale De

Marco,2025-05-05 Guide to Pharmacy Legislation is the essential guide to pharmacy law for pharmacists pharmacy students and other healthcare professionals This comprehensive book covers a wide range of topics including the Controlled Substances Act the Food Drug and Cosmetic Act the Medicare and Medicaid Acts the Health Insurance Portability and Accountability Act and the Patient Safety and Quality Improvement Act It also discusses emerging issues in pharmacy law such as telepharmacy e prescribing and medical marijuana Written in a clear and concise style Guide to Pharmacy Legislation is packed with practical information and is an essential resource for anyone who wants to understand the legal and regulatory aspects of pharmacy practice Pharmacists play a vital role in the healthcare system and they are responsible for ensuring that patients receive the medications they need in a safe and effective manner Guide to Pharmacy Legislation provides pharmacists with the knowledge they need to practice pharmacy safely and legally Guide to Pharmacy Legislation is also a valuable resource for pharmacy students It provides a comprehensive overview of the legal and regulatory environment of pharmacy practice and can help students prepare for the NAPLEX and MPJE exams Finally Guide to Pharmacy Legislation is a useful reference for other healthcare professionals who work with pharmacists It can help these professionals understand the legal and regulatory requirements that govern pharmacy practice and can help them collaborate more effectively with pharmacists Whether you are a pharmacist a pharmacy student or another healthcare professional Guide to Pharmacy Legislation is the essential guide to pharmacy law If you like this book write a review on google books

Pharmacy Law Desk Reference Albert I Wertheimer,Delbert Konnor,2012-10-12 Your primary source for information on the legal issues of pharmaceutical practice care and activity Today s pharmacist is faced with legal ethical and moral concerns in making the transition from traditional pharmacy practice to an expanded role in clinical pharmacy and patient drug management services Pharmacy Law Desk Reference is a primer on the legal aspects of pharmaceutical practice providing background on foundational legal concepts and guidance on the Food Drug and Cosmetic Act FDCA the Controlled Substances Act CSA and the Federal Trade Commission This unique book examines the major topics that impact pharmaceutical care including professional liability insurance the need for supportive personnel in pharmacy practice patent law trademarks and copyrights law and ethics business law HIPAA privacy in the pharmacy electronic prescribing and medication error reporting Handy tables figures and exhibits make complex information easy to access and understand The better pharmacists understand the regulatory and legislative framework that shapes their practice the better they will be able to carry out their responsibilities to patients Pharmacy Law Desk Reference offers a broad scope on established legal subjects the current direction of the profession and important contemporary topics that affect the clinical role of the practicing pharmacist Each chapter is authored by a nationally recognized authority on one or more aspect of pharmacy law and many of the contributors are active in the American Society of Pharmacy Law Topics addressed in Pharmacy Law Desk Reference include telepharmacy collaborative drug therapy management trade secrets and trade secret protection anti

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*HIPAA Certification Training Official Guide: CHPSE, CHSE, CHPE* Supremus Group LLC, 2014-05-26      Guide to HIPAA Auditing Margret Amatayakul, 2004      **Journal of the American Pharmaceutical Association**, 2002      The Essential Guide to Pharmacy Residency Research Yardlee Kauffman, Daniel M. Witt, 2020-09-25 The Essential Guide to Pharmacy Residency Research provides pharmacy students residents and practitioners with an accessible and practical overview of how to conduct research empowering them with the self assurance necessary to initiate and navigate a research project After reading this book one will understand that it is entirely possible to complete a high quality research project within the timeframe allotted during a 1 year residency Written by Yardlee S Kauffman PharmD MPH BCACP CPH and Daniel M Witt PharmD FCCP BCPS this book is designed to walk readers through the natural progression of a research project and can be especially helpful for those who don't know where to begin Along with expert advice from the authors former pharmacy residents offer first hand anecdotes that describe their early research experiences      **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      **Health Information Technology - E-Book** Nadinia A. Davis, Melissa LaCour, 2014-03-27 Reflecting emerging trends in today's health information management Health Information Technology 3rd Edition covers everything from electronic health records and collecting healthcare data to coding and compliance It prepares you for a role as a Registered Health Information Technician one in which you not only file and keep accurate records but serve as a healthcare analyst who translates data into useful quality information that can control costs and further research This edition includes new full color illustrations and easy access to definitions of daunting terms and

acronyms Written by expert educators Nadinia Davis and Melissa LaCour this book also offers invaluable preparation for the HIT certification exam Workbook exercises in the book help you review and apply key concepts immediately after you ve studied the core topics Clear writing style and easy reading level makes reading and studying more time efficient Chapter learning objectives help you prepare for the credentialing exam by corresponding to the American Health Information Management Association s AHIMA domains and subdomains of the Health Information Technology HIT curriculum A separate Confidentiality and Compliance chapter covers HIPAA privacy regulations Job descriptions in every chapter offer a broad view of the field and show career options following graduation and certification Student resources on the Evolve companion website include sample paper forms and provide an interactive learning environment NEW Full color illustrations aid comprehension and help you visualize concepts UPDATED information accurately depicts today s technology including records processing in the EHR and hybrid environments digital storage concerns information systems implementation and security issues including HITECH s impact on HIPAA regulations NEW Glossary terms and definitions plus acronyms abbreviations in the margins provide easy access to definitions of key vocabulary and confusing abbreviations NEW Go Tos in the margins cross reference the textbook by specific chapters NEW Coding boxes in the margins provide examples of common code sets Over 100 NEW vocabulary terms and definitions ensure that the material is current and comprehensive NEW Patient Care Perspective and Career Tips at the end of chapters include examples of important HIM activities in patient care and customer service

The VIRGINIA Pharmacy Technician Training Manual, 4th Ed ,      **Insurance Handbook for the Medical Office - E-Book** Marilyn Fordney,2014-08-27 A complete guide to insurance billing and coding Insurance Handbook for the Medical Office 13th Edition covers all the plans that are most commonly encountered in clinics and physicians offices Its emphasis on the role of the medical insurance specialist includes areas such as diagnostic coding procedural coding Medicare HIPAA and bill collection strategies Learning to fill in the claim form accurately is made easier by the use of icons for different types of payers lists of key abbreviations and numerous practice exercises This edition provides the latest on hot topics such as ICD 10 healthcare reform the new CMS 1500 form and electronic claims Trusted for more than 30 years this proven reference from Marilyn Fordney prepares you to succeed as a medical insurance professional in any outpatient setting Emphasis on the business of running a medical office highlights the importance of the medical insurance specialist in filing clean claims solving problems and collecting overdue payments Key terms and key abbreviations are defined and emphasized reinforcing your understanding of new concepts and terminology Detailed tables boxes and illustrations call out key points and main ideas Unique Color coded icons clarify information rules and regulations for different payers An Evolve companion website enhances learning with performance checklists self assessment quizzes and the Student Software Challenge featuring cases for different payer types and an interactive CMS 1500 form to fill in A workbook contains learning tips practice exercises for key terms and abbreviations review questions study outlines



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**Insurance Handbook for the Medical Office** Marilyn Fordney, 2013-01-01 A complete guide to insurance billing and coding Insurance Handbook for the Medical Office 13th Edition covers all the plans that are most commonly encountered in clinics and physicians offices Its emphasis on the role of the medical insurance specialist includes areas such as diagnostic coding procedural coding Medicare HIPAA and bill collection strategies Learning to fill in the claim form accurately is made easier by the use of icons for different types of payers lists of key abbreviations and numerous practice exercises This edition provides the latest on hot topics such as ICD 10 healthcare reform the new CMS 1500 form and electronic claims Trusted for more than 30 years this proven reference from Marilyn Fordney prepares you to succeed as a medical insurance professional in any outpatient setting Emphasis on the business of running a medical office highlights the importance of the medical insurance specialist in filing clean claims solving problems and collecting overdue payments Key terms and key abbreviations are defined and emphasized reinforcing your understanding of new concepts and terminology Detailed tables boxes and illustrations call out key points and main ideas Unique Color coded icons clarify information rules and regulations for different payers An Evolve companion website enhances learning with performance checklists self assessment quizzes and the Student Software Challenge featuring cases for different payer types and an interactive CMS 1500 form to fill in A workbook contains learning tips practice exercises for key terms and abbreviations review questions study outlines performance objectives a chapter with practice tests and critical thinking activities for hands on experience with real world cases Available separately Updated coverage of key health insurance topics includes HIPAA compliance the HITECH Act health reform of 2010 electronic health records electronic claims ICD 10 NUCC standards Physician Quality Reporting System PQRS Incentive Program Meaningful Use and CPT 2013 Updated ICD 10 coding information prepares you for the October 2014 ICD 10 implementation date Updated content on claim forms includes block by block explanations and examples for the new CMS 1500 Claim Form Updated guidelines for the filing and submission of electronic claims include sample screenshots and prepare you for the future of the medical office

**Insurance Handbook for the Medical Office** Marilyn Takahashi Fordney, 2006 Offering guidance for all aspects of submitting tracing appealing and transmitting claims for today s full range of health plans this essential reference streamlines administrative procedures and increases office efficiency during the insurance billing process The 9th edition has

been completely updated to include the latest information on essential topics such as the HIPAA regulations diagnostic coding procedural coding office and insurance collection strategies Medicare and more In addition this trusted resource of choice for medical insurance specialists is now printed in full color and contains a CD ROM that features Altapoint software that simulates the billing process and provides real world experience All content has been reviewed by industry experts and meticulously updated to reflect recent changes in insurance claim filing Procedural coding CPT and HCPCS and diagnostic coding ICD 9 CM and required documentation are emphasized as keystones to obtaining maximum reimbursement Unique color coded payer icons clarify information specific to different payers and help you understand CMS claim form completion Special HIPAA Alerts throughout the book help you comply with important governmental privacy regulations Emphasizes procedural CPT and HCPCS and diagnostic ICD 9 CM coding and documentation since they are the keystones to obtaining maximum reimbursement Block by block explanations and examples clearly demonstrate the correct way to complete the CMS 1500 claim form A wealth of completed sample insurance forms show how concepts are applied in real life Completely revised and updated to provide the most up to date information available Special HIPAA Alerts throughout the book help you comply with important governmental privacy regulations Accompanying CD ROM features AltaPoint software that simulates the billing process and provides realistic practice with patient scenarios An entire new chapter is dedicated to compliance and the e health initiative New Form icons and Computer icons throughout the text indicate the industry s current state of transition

*Quick Guide to HIPAA* Brenda K. Burton, 2004 This supplement takes the guesswork out of the Health Insurance Portability and Accountability Act It explains HIPAA in simple terms and puts it in the setting of the physician s office Covering Title I Health Insurance Reform and Title II Administrative Simplification this guide emphasizes the importance of compliance with HIPAA and describes the repercussions if a practice does not comply It also dispels some of the myths surrounding HIPAA Taking compliance one step further it also describes the importance of complying with the fraud and abuse policy of the Centers for Medicare and Medicaid CMS Office of Inspector General OIG This guide is especially useful for insurance billers and medical coders

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