CORONAVIRUS DISEASE 2019 (COVID-19)

Special HIPAA Tip

Trinity Health
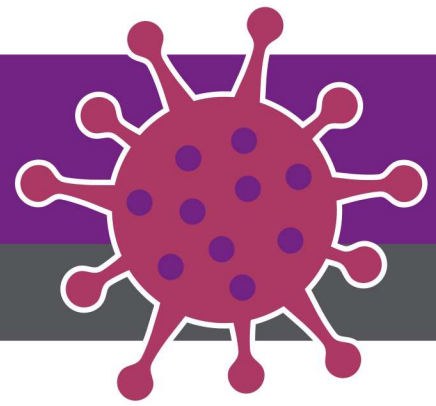
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Special HIPAA Tip: Coronavirus Disease 2019 (COVID-19)

For a great number of colleagues, accessing the protected health information (PHI) of our patients is a daily necessity of our job. This is not only names and diagnoses, but also includes social security numbers, addresses, medications, and family history, among other items. Protecting this information is vital.

This means:

- <u>Access</u> the medical record <u>only</u> as needed to do your job, such as providing direct care, or participating in healthcare operations such as infection control, risk management, registration, or billing.

- <u>Share</u> patient information <u>only</u> with those involved in caring for the patient or healthcare operations.

- If you hear that a colleague, friend, or anyone is being care for in our facility, physician practices or programs, and is suspected of having COVID-19 (Coronavirus), you may not access their record, unless you are providing direct care or operations support.

- Never share patient information outside the organization unless you are authorized to share with another provider involved in the patient's care, a government oversight agency such as the State Department of Health or the CDC, the patient's insurer, or if the release is specifically authorized by the patient.

- Do not post information about a patient on social media or speak to a reporter/member of the media. If you receive an inquiry, please refer it to the media relations department.

Remember accessing a medical record when it is not necessary to do your job or sharing information outside these guidelines are violations of Trinity Health's policy, the Code of Conduct, and possible State and Federal law.