

Privacy and Confidentiality

- Protected Health Information (PHI)
 - Medical Information
 - Demographic and Financial Information
- PHI is confidential: access is on a need to know basis
- Information is available to staff who are:
 - Providing care to the patient
 - Completing **required** practices
 - Insurance/billing, quality reviews
 - Other work-related processes



Privacy and Confidentiality (continued)

- Patient information should only be **accessed** on a need-to-know basis in order to fulfill job responsibility
- Patient information should only be **shared** on a need-to-know basis for patient care purposes or other required Hospital business
- **Do not** discuss patient information in any public area, including open nursing stations, elevators, hallways and dining areas
- The hospital routinely monitors medical record access to determine if access appropriate

Computers

- Maintain computer workstations and access codes in a confidential and responsible manner
- Do not share computer identification information and passwords
- Do not leave patient information open on computer screens
 - Log out or turn computer off when finished

