



# COMPLIANCE E-NEWS

## KEY HIPAA TIPS for PROTECTING PRIVACY

- DO NOT access patient health information, including that of your friends, family members, and colleagues. UNLESS it is necessary to perform your job duties.
- Access only electronic information that you "need to know" to perform your job duties.
- Log-off or secure your computer when away from your workstation.
- Turn computer monitors so they cannot be viewed by unauthorized persons.
- Lock laptop computers and other portable devices in secure location when not in use.
- Store passwords in secure areas that are not accessible by others.
- DO NOT share your computer user ID or password with anyone.

**Please see the following page for more Compliance Education Opportunities**

## Accessing Electronic Patient Information

*Ron Rawson, Saint Louis University Privacy Officer*

HIPAA federal law protects the privacy and security of patients' health information in all forms, including paper and electronic. Healthcare organizations are under intense scrutiny to ensure private information remains protected. All users of Saint Louis University's Electronic Health Record (EHR) are required to sign a Confidentiality and Security Agreement before receiving system access.

SLU workforce members must be mindful of their responsibilities when accessing the electronic health record. **Access to the electronic health record is a privilege to be used for job-related activity only.** Access to the EHR is actively monitored according to HIPAA Security and Privacy mandates.

Employees are specifically prohibited from accessing their own or another individual's information out of curiosity, concern, or as a favor. **Looking up your own personal record, records of family members, friends, celebrities or other employees without a genuine, job-related need is not appropriate and will subject an individual to sanctions, up to and including termination.**

SLU employees who would like to view their own record have multiple options. They can contact UMG Health Information Management and request access to their own record as well as utilize the MyChart option. For more information on these options, contact the call center at 977-4440.

When users log in to the electronic health record the following warning banner regarding access to information appears:



### Access Warning

**Access to patient information is prohibited unless you are involved in the patient's treatment, billing, or to maintain and improve health care operations. This system is monitored and reviewed for improper access or inappropriate use of patient health information.**

**Abuse of this policy can lead to disciplinary action.**

# Compliance Academy Schedule of Classes April – May 2011



**2011 Annual Compliance Update** – *registration not required*  
(mandatory completion by 12/31/11)

April 28	5:00 – 6:00 p.m.	Internal Medicine Conference Room, 8 <sup>th</sup> Floor, Bordley Tower, SLUH
May 10	10:00 – 11:00 a.m.	LRC Auditorium C
May 18	5:00 – 6:00 p.m.	Internal Medicine Conference Room; 8 <sup>th</sup> Floor, Bordley Tower, SLUH
May 26	12:00 – 1:00 p.m.	Hanlon Conference Room; 7 <sup>th</sup> Floor, Bordley Tower, SLUH

## **Documentation and Coding Feedback Forum** – registration required

April 27	5:00 – 6:00 p.m.	Compliance Academy Classroom; Room M229H, Schwitalla Hall
May 17	4:30 -5:30 p.m.	Compliance Academy Classroom; Room M229H, Schwitalla Hall

## **Health Insurance Portability & Accountability Act (HIPAA) General Session**- *registration not required*

May 12	3:00 – 4:00 p.m.	Compliance Academy Classroom; Room M229H, Schwitalla Hall
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## **Electronic Health Records: Documentation and Coding Compliance Considerations**-registration required

Contact Theresa Forsythe: 268-6406 or [forsythe@slu.edu](mailto:forsythe@slu.edu)

### *Optimizing Clinical Documentation in the EHR Environment*

Presented by: Chris Sallee, MD and Sally Frese, MSN, RN

April 26	5:30 – 7:00 p.m.	McGowan Conference Room; Ground Floor, Cardinal Glennon
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## **Medicare Resident and New Physician Training**

### *Helping New Physicians Navigate Medicare*

Presented by: Arnold Z. Balanoff, M.D.

Chief Medical Officer, Region 7

Centers for Medicare and Medicaid Services

Thursday, May 12, 2011

8:00 am – 9:00 am

&

12:00 pm – 1:00 pm

Learning Resource Center Room 112/113

\*This training is recommended for all Residents, New Physicians, Advance Practice Nurses, Occupational Therapists, Physical Therapists, and any other disciplines that file Part B claims for Medicare Services

Sponsored by:  
Saint Louis University School of Medicine  
Office of Graduate Medical Education

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