



COMPLIANCE E-NEWS

Happy Halloween

Do you find Compliance scary and frightening? Are you on the short list to the graveyard over all the changes in health care? Do you live in fear the SLU Privacy Officer will discover you have accessed your medical record? Rest assured! Help is on the way. This month's issue of **SLU Compliance E-News** features helpful *Compliance Tricks and Treats* for SLU ghost and goblins of all ages. Remember we are only a scream away (977-5545) and we always welcome visitors to our laboratory in Schwitalla Hall, Room M229.

H – SLU *Hotline (877)525-KNOW(5669)* - Report issues or concerns relating to compliance, University business or research matters to the toll-free hotline which is answered 24/7. Callers may remain anonymous and are protected against discrimination and retaliation for filing a report.

A – *Access* to the electronic health record (EHR) is a privilege to be used for job-related activities only. DO NOT access patient health information (PHI), including that of your friends, family members, and colleagues UNLESS it is necessary to perform your job duties. This includes your own health record.

P – *Passwords* and computer IDs are NEVER to be shared. If necessary to record, they should be stored in secure areas that are not accessible by others.

P – *Provider* medical record documentation should be complete, accurate and authenticated. Teaching physician (TP) documentation of joint service with Residents and Fellows must include a linking statement indicating the TP's review of the Resident documentation and findings.

Y – *Year 2013* will bring more news regarding the final implementation date of ICD-10. The Center of Medicare & Medicaid webpage, <http://www.cms.hhs.gov/ICD10> is a continually updated resource.

H – *HIPAA General Education Sessions* are held on the 2nd Thursday of the month with specific dates and times listed on SLU Newslink. More information may be obtained by calling the Compliance Department 977-5545.

A – *Assistance* with legal issues may be obtained from the Office of General Counsel (HSC) at 977-5774.

L – *Learn* efficient, effective, accurate and compliance EPIC behaviors. Utilize available resources such as the EPIC Team; the SLU Help Desk 977-4000, EXT. 4 and SLU Compliance Department 977-5545.

L – *Lean* on your EPIC advisors/experts, super users, coding and billing staff to answer specific questions related to your particular specialty use of the EHR.

O – *Own* your documentation. Avoid electronic documentation pitfalls and temptations. *Copy, paste, Copy Forward* functionality should only be used by the original author. Do NOT copy/paste another person's documentation.

W – *Why* do we need to adhere to all these rules and regulations? The SLU Compliance Policy calls for SLU and UMG to provide services in compliance with all state and federal laws governing its operations.

E – *Exercise* caution when handling protected health information. Be aware of surroundings when discussing PHI; limit the printing of PHI; and NEVER use email to transmit PHI outside of slu.edu. Contact Ron Rawson, Privacy Officer, rawsonr@slu.edu with any questions.

E – *EHR* documentation requirements are the same as those for paper records.

N – *Medical necessity* is the primary driver of services provided, documentation and billing code choices.