

COMMON HIPAA PITFALLS

WHAT IS PHI?

**PHI = Information about plan participants' medical care
(or payment for medical care) + identifying data.**

Copies/emails of EOBs
& medical provider bills

Electronic claims data emailed
to the plan sponsor by a TPA
that contains identifiers

Individually identifiable
claims data

DO THIS

NOT THAT

UNATTENDED LAPTOP THEFT



Keep your laptop on your person when you're running errands or traveling, even if ePHI is encrypted on the laptop.



Leave your laptop in the car or storing it in checked luggage.

UNSECURE PHYSICAL COPIES OF PHI



Stop and consider whether the PHI should be printed! If it must be, use printer passcodes that will only print while you're standing at the printer.



Leave PHI on the copier or unsecured in an office/cubicle.

IMPROPER DISPOSAL OF PHYSICAL COPIES OF PHI



Have a clean desk policy with no paper left on unattended desks.



Copies of PHI inadvertently end up in a dumpster.

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DO THIS

NOT THAT

SENDING PHI TO WRONG RECIPIENT



Take a deep breath.
Slow down.
Send it through
secure channels.



To move quickly, you send
PHI without encryption
and not through a
secure platform.



COMPUTER SCREEN ACCESS



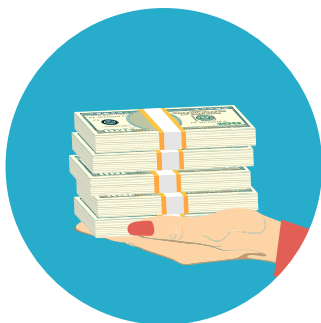
Avoid working on anything
with PHI or PHI related in
a public space.



Work on a claim in
a public space with
PHI on your computer
screen or using an
unsecured network.



HIPAA PENALTIES!



**\$100 to \$50,000
PER VIOLATION,**
depending on the
circumstances.

CRIMINAL PENALTIES
can also be imposed to
intentional violations,
leading to fines and
potential imprisonment!.

