

SECTION 23 HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

Federal privacy requirements under the Health Insurance Portability and Accountability Act (HIPAA) are designed to restrict access to and use and disclosure of individually identifiable health information.

23-01 POLICY PROVISIONS

- 23-01 (1) The City of Logan complies with the Health Insurance Portability and Accountability Act (HIPAA) and all subsequent amendments to the act. The purpose of this policy is to ensure the privacy and maintain confidentiality of all protected health information provided by the employees of the City.
- 23-01 (2) The privacy rule requires that reasonable safeguards are used to ensure employees' protected health information is not transmitted or disclosed to anyone who does not have a right to know and to ensure that the information remains confidential.
- 23-01 (3) Protected Health Information (PHI) is defined as individually identifiable health information about an employee. It is created or received by a health care provider and relates to past or present physical or mental health conditions of an individual. PHI can be transmitted or maintained by oral discussions, paper documents, personal computers or any electronic media network including the internet, CDs, removable drivers, etc. Reasonable safeguards must be practiced to ensure PHI is not transmitted, remains private and is kept confidential.
- 23-01 (4) All employees of Logan City handling any form of PHI are required to ensure that medical and/or health information remains private and confidential by using the following safeguards when applicable:
- Turn computer screens away from public view.
 - Shred PHI-containing documents that are no longer needed instead of throwing them in the trash.
 - Turn documents face-down or cover them if you are performing other tasks.

- Keep all PHI out of view.
- Never forward someone's PHI without their written consent. Except as authorized by state or federal law.
- All doctor's notes received from employees will be filed in the Health Information folder in Human Resource's personnel files.