



Colorflex™

"The Innovators of Filing Technology"

HIPAA

Health Insurance Portability & Accountability Act





[Helping You Improve the Privacy and Security of Health Information in Your Document Management Systems](#)

HIPAA - Health Insurance Portability & Accountability Act

[What You Need to Know?](#)

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) was enacted as part of a broad Congressional attempt at incremental healthcare reform. It was signed into law by the Clinton Administration. The Federal regulation introduces standards for protecting the privacy of **Personal Health Information (PHI)**, regardless if it is in paper, oral or electronic form.

[What is HIPAA?](#)

At the core of the new regulations are requirements to systemize, expedite and protect the electronic transfer of healthcare information. These include:

- **Standards for the electronic transmission of financial and administrative information.**
- **Standard codes for identifying medical diagnosis and procedures**
- **A 10-digit numeric ID known as a National Provider Identifier issued to every provider organization.**
- **A nine-digit numeric ID issued to each employer to use in all HIPAA-Governed administrative and financial transactions.**
- **Thirty-four specific security measures that providers must adopt in order to protect patient-identifiable healthcare information.**
- **Additional rules that will specify how and under what circumstances, healthcare information can be used and shared.**

[Who Enforces HIPAA?](#)

The Department of Health and Human Services will be responsible for determining if institutions are HIPAA compliant as well as assessing penalties and fines for violations.

[When is HIPAA Compliance Expected?](#)

The compliance date for **Electronic Standards is October 16, 2002. Privacy Standards compliance is April 14, 2003.** The Security Standards compliance has not been set. Small health plans will have an extended compliance date – for each standard.

[Who Must Comply with HIPAA?](#)

Health care providers, health plans, health care clearing houses that transmit medical information must meet HIPAA regulations. HIPAA regulations also extend to, insurance and billing agencies, dental practices, medical practices, service organizations and universities.



[The Essentials of Compliance](#)

Maintain the security of patient data to prevent litigation.

Access to patient information must be limited to the minimum necessary authorized personnel. Policies and procedures must be in place, in addition to access control mechanisms within software applications - in order to maintain the required level of security.

[What Measures Must be Taken to Protect Information?](#)

- **Covered entities are required to make sure privacy procedures are adopted and followed for protected health information (PHI).**
- **Create clear privacy standards, evaluate practices, and enhance protection as needed for the use and distribution of PHI, whether written, electronic or verbal.**
- **Make sure that all secure patient records that contain individually identifiable health information – are secure and protected from access by unauthorized individuals.**

Colorflex Can Help

Ensuring the confidentiality of patient information is crucial. Colorflex has the tools and solutions to help you work towards HIPAA compliance. Our document management technology, our understanding of filing systems, labeling and indexing systems are all geared toward helping you meet your compliance needs. We have a large network of dedicated Dealer Professionals ready to work with you in choosing solutions that work towards your HIPAA compliancy.

Commercial Offerings – Paper

Filing system conversions

Colorflex offers complete conversion services to replace your existing charts with new ones that offer more privacy protection. Choose preprinted labels or pre-labeled charts. Labels can be printed from your computer data or they can be assigned sequential numbers. Product is delivered to you in sequence to save time, making the transition less labor intensive and disruptive at your practice.

Charts/Folders

Improve your chart privacy and increase the efficiency of your filing system. Choose from a wide range of filing products to suit your chart specifications. Numbering, punching, prelabeling and custom printing are common requests from health care providers to enhance the effectiveness of their charts.

Relabeling existing charts

Colorflex offers a variety of software products that enable you to relabel your existing charts with color coded label strips printed in-house using your PC and ink-jet or laser printer.

Please refer to your HIPAA specialist or consultant for compliance specific information.

Commercial Offerings – Electronic

Role based password security

ColorTrax[®]PRO software ensures privacy through password security. Password protection gives workers access to the information they need to do their jobs, but protects patient privacy by only allowing access to the information needed to perform their tasks.

Tracking patient chart usage

ColorTrax[®]PRO bar code tracking keeps a complete history of where a chart has been and who has had access to the information.

Access to critical documents

Critical documents pertinent to a client's medical history can easily be linked and accessed within ColorTrax[®]PRO and made available only to those who should have access to such sensitive and confidential information.

Document imaging with ColorTraxIMAGE

Converting paper documents into digital images that can be managed and transmitted electronically improves productivity. Documents are instantly available to all authorized users at the same time. Access is controlled through password protection and a usage history is created whenever a document is viewed.

We can help you

Your authorized Colorflex Dealer can help you prepare to meet new HIPAA regulations. For more information on how Colorflex products and services can support your document management practice, for the Privacy and Security of HIPAA call 1-800-522-3528.

