

HIPAA



SMEAD

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Health Insurance Portability & Accountability Act



Improving the privacy and security of protected health information in your document management systems





What is HIPAA?

The Health Insurance Portability and Accountability Act (HIPAA) of 1996 was signed into law by the Clinton Administration. The Federal regulation introduces standards for protecting the privacy of personal health information (PHI). The final regulation provides protection for PHI, regardless of form – paper, oral or electronic.

HIPAA includes the standardization of electronic claims processing, developing unique health identifiers, and privacy and security standards for individually identifiable health information.

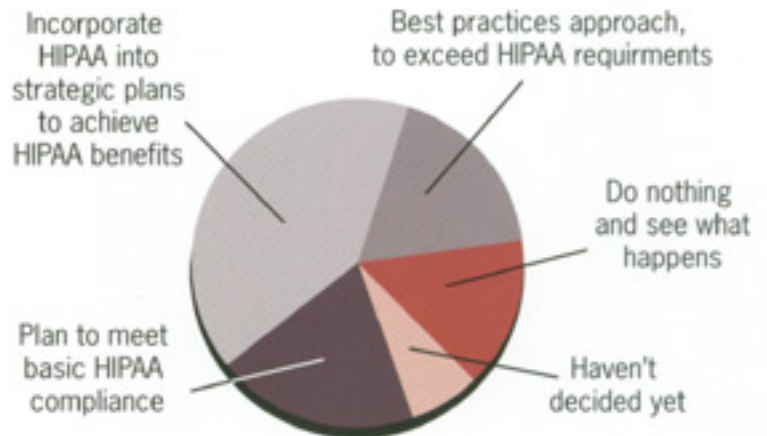
The legislation will require all health care entities to examine their processes and develop new procedures to protect the privacy and security of patient information. Covered entities are required to comply with the Privacy Rule and civil and criminal penalties have been established for violations of the rule.

When is HIPAA compliance expected?

The compliance date for electronic transaction standards is October 16, 2002. **Privacy** standards compliance is **April 14, 2003**. The security standards compliance date has yet to be determined. Small health plans will have an extended compliance date for each standard. For example, the privacy compliance deadline for small health plans is April 14, 2004.

Who is covered?

Covered Entities: Any health care providers, health plans or clearinghouses that transmit medical information must meet HIPAA regulations. Also included are medical practices (including solo practices), dental practices, public health authorities, insurance and billing agencies, service organizations and universities.



Studies have shown that more than 75% of covered entities are currently working towards HIPAA compliance with their document management systems.

What is required by the average provider or health plan?

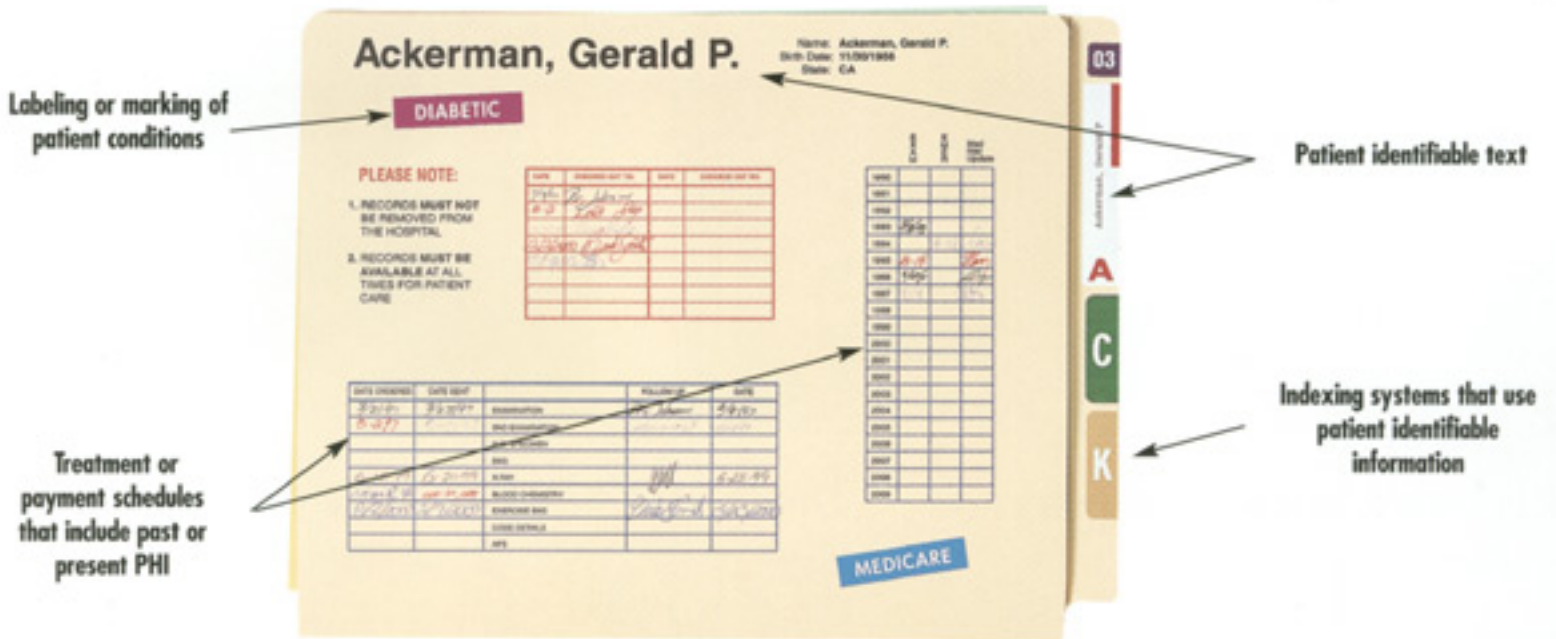
The specific details of the HIPAA mandate and the privacy rule are too complex to cover in this brochure, but in general the rule requires covered entities to:

1. Designate an individual to be the privacy official responsible for making sure privacy procedures are adopted and followed by all personnel who use PHI.
2. Adopt clear privacy procedures for the use and distribution of PHI, whether written, electronic or verbal.
3. Train employees to understand the privacy policies and procedures, and how to use any new document management systems that are introduced.
4. Secure patient records that contain individually identifiable health information so they are protected from access by unauthorized individuals.
5. Provide their patients with information about how their information is used, and what their privacy rights are.

Smead is part of your solution

Although the HIPAA regulation is vague, the underlying purpose is to ensure the confidentiality of patients' medical information. Smead, along with our network of dealer professionals is prepared to offer you guidance in choosing the best solution in working towards HIPAA compliance.

Bring your document management systems into compliance with HIPAA standards. With a host of proven document management technologies that organize all forms of documents, both electronic and paper based, Smead is uniquely prepared to offer you the solution that best suits your organization.



Look at your current patient charts to see how they could be improved to protect your patients' identity and personal health information.

If your strategy for compliance involves using traditional paper based charts for patient information, you may need to remove any patient identifiable information from the outside of the chart. This includes not only patient name and address information, but also any information that could be used to determine the identity of the patient, including social security number, birthdates, or phone numbers. Information that reveals a health condition or payment status should also be removed from the outside of the chart.

Filing system conversions

Smead 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, pre-labeling and custom printing are common requests from health care providers to enhance the effectiveness of their charts.



Relabeling existing charts

Smead 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 printer.



Lockable shelving

The HIPAA privacy rules require health care entities to take steps to protect PHI from breaches of privacy.

Smead lockable shelving and rolling files prevent unauthorized access to patient charts both in the filing area and at user's workstations.



Lockable shelves

Lockable rotary files

Lockable rolling files

Solutions for protecting patient privacy – electronic records

Smead software monitors and controls access to PHI.

The privacy rule also applies to PHI that is transferred electronically between computers within an organization or between providers and their business partners. Smead offers an extensive line of document management software products that integrate your electronic and paper documents.



Role based password security

Smeadlink® 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

Smeadlink bar code tracking keeps a complete history of where a chart has been and who has had access to the information.

Data encryption

Remote access to data is encrypted when using Smeadlink iAccess.

Document imaging

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.

What should you do next?

Ask us to help.

Your authorized Smead dealer can help you get started as you prepare to address the new HIPAA regulations. Call your local dealer or visit www.smead.com for additional information and recommendations on how to best position your practice for compliance with the Privacy and Security rules as they pertain to your paper and electronic patient records.



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