

HIPAA EVERY DAY

Protect privacy. Protect trust. Protect our residents.



Residents trust us with their information.
We protect it every day.

What is HIPAA?

HIPAA is a federal law that protects residents' health information.

We all play a part in keeping it private and secure.

Key Principles

- ◆ **CONFIDENTIALITY** Keep information private
- ◆ **INTEGRITY** Keep information accurate & complete
- ◆ **AVAILABILITY** Keep information available to those who need it to do their job

EVERY DAY CHECKLIST

Follow these simple steps every time

- ✓ **1. THINK BEFORE YOU SHARE**
Only share information with people who need it to do their job.
- ✓ **2. CHECK WHO YOU'RE TALKING TO**
Be careful in common areas. Others may hear you.
- ✓ **3. LOCK IT UP**
Lock screens when you walk away. Lock paper records in secure cabinets.
- ✓ **4. USE INFORMATION SAFELY**
Use only approved systems and devices. Never share passwords.
- ✓ **5. DISPOSE OF INFORMATION CORRECTLY**
Shred paper with resident information. Don't throw it in the trash.
- ✓ **6. REPORT CONCERNS**
If something doesn't seem right, speak up right away.



EMERGING TRENDS TO KNOW

Cloud & Remote Access

We use cloud tools to work better and faster. Always use approved systems and secure connections.

Mobile Devices

Phones and tablets help us stay connected. Keep devices secure and report immediately if lost or stolen.

Phishing Scams

Be alert to fake emails or texts. Don't click links or share information. When in doubt, ask!

AI in Healthcare

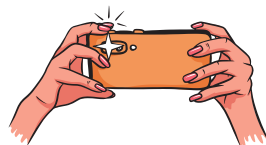
New tools can improve care but we must protect privacy. Use only approved tools with resident information.

EXAMPLES: IS IT OK?

- ✓ Talking to a nurse about a resident's care.



- ✗ Taking a photo of a resident with your personal phone.



QUICK REMINDER



**When in doubt,
don't share it out.**

Protect privacy.
It's the right thing to do.

QUESTIONS

Contact your compliance official, privacy officer or supervisor.

thank you

for protecting our residents and their trust.

AQORD
Compliance
Collaborative