

All,

Regardless of whether you work in a clinical or administrative capacity, it is very important for you to keep in mind the various HIPAA regulations that govern the privacy of Patient Health Information (PHI). The HHS document linked below provides useful information that should be reviewed.

<https://www.hhs.gov/sites/default/files/february-2020-hipaa-and-novel-coronavirus.pdf>

Keep in mind that patient records (hard copy of electronic) are PHI and that unless you have a valid business (ex: patient billing) or clinical (ex: treatment), you should not access patient records, search for Covid-19 (or any other medical condition) data in records unless directed to do so by the Covered Entity (hospital, post-acute center, or corporate headquarters). Further you should not disclose (outside of the clinical treatment sphere) to anyone other than the patient and his/her approved family members, the identity and PHI of any patient. All reporting out of positive case data will follow mandated guidelines established at the site level. While Ashley Long, our Chief Administrative Officer and General Counsel, is available to answer questions or concerns in this regard, all questions about access and disclosure should first be addressed with site level compliance personnel and your immediate supervisor.

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