



## ESSENT HEALTHCARE, INC.

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<b>Section:</b> HIPAA Compliance	<b>Effective Date:</b> 07-27-07
<b>Subject:</b> Privacy Officer	<b>Revision Date:</b> 07-27-07
<b>Policy #:</b> HIPAA-020	<b>Review Date:</b> 11/24/09
<b>Responsible Party:</b> Chief Privacy Officer	<b>Revision #:</b> 1

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**Scope:**

This policy applies to all nursing personnel at all facilities of Essent Healthcare, Inc., (“Essent”).

**Purpose:**

The purpose of this policy is to prevent incidental disclosures of Protected Health Information from occurring when reports are given during shift changes; or when patient status is being discussed among nursing personnel.

**Policy:**

It is the policy of Essent to protect the privacy of our patients at all times. Therefore, when giving report at shift change, or when discussing patient information during visiting hours, all conversations involving Protected Health Information are to take place behind closed doors in the break room or the conference room. When staffing schedules prevent nursing personnel from leaving the nurses station all nursing personnel should exercise caution so as to not allow patients or visitors to overhear these conversations.

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**Definitions:**

***Protected Health Information (PHI)*** – Any individually identifiable health information that is created, maintained, stored, or transmitted by the facility.

***Workforce:*** (As defined by the HIPAA Regulations) includes employees, volunteers (board members, community representatives), trainees, students, contractors, and any other persons under the direct control of a covered entity.

**References:**

Final HIPAA Privacy Rule