



## ESSENT HEALTHCARE, INC.

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<b>Section:</b>	<b>HIPAA Compliance</b>	<b>Effective Date:</b>	<b>04-30-08</b>
<b>Subject:</b>	<b>PHI at Nursing Station</b>	<b>Revision Date:</b>	<b>04-30-08</b>
<b>Policy #:</b>	<b>HIPAA-021</b>	<b>Review Date:</b>	<b>11-24-09</b>
<b>Responsible Party:</b>	<b>Chief Privacy Officer</b>	<b>Revision #:</b>	<b>1</b>

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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 PHI is being handled by nursing staff, or temporarily held at the nursing station.

**Policy:**

It is the policy of Essent to protect the privacy of our patients at all times. Therefore, when PHI is being used or held at the nursing station, it must be placed in the rack behind the counter so as to prevent visitors and/or patients from accessing the PHI. This includes patient medical records or “charts”, orders, test results, and history and physicals whether in draft or final format. Unit secretaries are responsible for maintaining the rack and filing PHI in the appropriate location. Nursing personnel shall return all charts/PHI to the rack from which the PHI was obtained.

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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