

SUNY DOWNSTATE MEDICAL CENTER

UNIVERSITY HOSPITAL OF BROOKLYN POLICY AND PROCEDURE

No. HIS-01

Subject: HEALTH INFORMATION DATA
SECURITY POLICY

Page 1 of 2

Prepared by: Michael J. Burns, M.Ed., MHA

Original Issue Date 6/98

Reviewed by: Ernest Weber, Interim CIO

Supersedes: 01/10

Effective Date: 4/2011

Approved by: Anny Yeung, RN, MPA

The JC Standards: IM.02.01.01, IM.01.01.01
RI.01.01.01

Margaret Jackson, MA, RN

David Conley, MBA

Stanley Fisher, M.D.

Michael Lucchesi, M.D.

Debra D. Carey, MS

Issued by: Regulatory Affairs

I. PURPOSE

The SUNY-Downstate Medical Center, University Hospital of Brooklyn's Health Information Data Security Policy is designed to Protect Health Information (PHI) which is collected, developed, and maintained for each patient, employee, student, volunteer for each healthcare encounter at UHB.

II. POLICY

The Hospital staff will be oriented on their responsibility regarding the protection of confidential health information to ensure that each patient, employee, student and volunteer is assured the right to be protected against the unauthorized disclosure, misuse or abuse of their PHI. When confidential health information is disclosed, we will ensure that the minimum health information necessary is disclosed to satisfy any request. This Policy will be conducted in accordance to **NYS Privacy Laws** and the **HIPAA Privacy Rule**.

III. DEFINITION(s)

None

HEALTH INFORMATION DATA SECURITY

IV. RESPONSIBILITIES

The policy applies to all staff departments and services at the University Hospital of Brooklyn.

V. PROCEDURES/GUIDELINES

All employees will be in-serviced on their responsibility to Protect Health Informant via the Medical Center's online HIPAA Training Program and are required to sign the Information / Data Security Confidentiality Agreement Form (attached) which will be added to their Human Resources personnel file. The data security in-service will include:

- Privacy
- Confidentiality of Health Information
- Data Access
- Departmental Responsibilities
- Disclosure of Minimum Health Information Necessary

VI. ATTACHMENTS

Information / Data Security Confidentiality Agreement

VII. REFERENCES

NYS Confidentiality Laws Reference & JCAHO Standards

Date Reviewed	Revision Required (Circle One)		Responsible Staff Name and Title
6/01	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Michael J Burns, Associate Administrator
12/04	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Michael J Burns, Associate Administrator
2/07	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Michael J Burns, Associate Administrator
10/09	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Michael Burns, Associate Administrator/ Clinical Information Systems
4/2011	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Michael Burns, Associate Administrator/ Clinical Information Systems