



 Ivinson Memorial Hospital We Care For You	<u>Effective Date</u>		
	<b>July 2007</b>		
	<u>Number</u> <b>HP 001</b>	<u>Replaces Policy</u>  <b>NEW</b>	
<u>Title</u> <b>Patient Privacy Monitoring</b>	<u>Date Revised</u> <b>July 2007</b>	<u>Date Reviewed</u>	<u>Next Scheduled Review Date</u> <b>July 2010</b>
<u>Signature</u>  _____	<u>Scope of Responsibility</u>  <b>HIPAA/Compliance</b>		
<b>Chief Privacy Officer</b>			

**Purpose:** To facilitate compliance with the Health Insurance Portability and Accountability Act (HIPAA) Standards for Privacy of Individually Identifiable Health Information (Privacy Standards), 45 CFR (Code of Federal Regulations) Parts 160 and 164, Administrative Requirements. To establish guidelines regarding Ivinson Memorial Hospital's patient privacy monitoring process.

**Policy:** Ivinson Memorial Hospital must have a process for monitoring compliance with the HIPAA Privacy Standards. Such monitoring process must meet the requirements listed in this policy to ensure compliance with the Patient Privacy Monitoring Process as defined in the HIPAA Privacy Standards.

**Procedure:**

1. Ivinson Memorial Hospital's process for monitoring compliance with the HIPAA Privacy Standards must be defined by the Chief Privacy Officer (CPO).
2. The monitoring process includes performance of privacy rounds to identify possible issues with patient privacy and assure that reasonable safeguards are in place, including:
  - a. Documenting each issue identified with a corrective action and follow-up date for compliance. (See the attached Monitoring Form). Notifying the appropriate Director/Manager/Supervisor of issues requiring resolution in a timely manner.
  - b. Providing follow-up with the appropriate Director/Manager/Supervisor to ensure corrective action has been taken and the issue has been resolved.
  - c. Reporting Privacy Round findings through the Ivinson Memorial Hospital HIPAA team in a timely manner.
3. The CPO must also validate that privacy training has been completed for all workforce members.