

The Top Ten



Violations—and How to Avoid Them!



Mishandling Medical Records

Unfortunately, this is a common HIPAA violation. Leaving written records where others can see them — even in a door well intended for the doctor — can be a violation. Printed or written records must be kept safely out of the public's view.



Stolen or Lost Devices

If devices such as laptops or mobile devices have patient information, extra security should be in place. Be sure to use passwords and encryption when it comes to accessing patient-specific data.



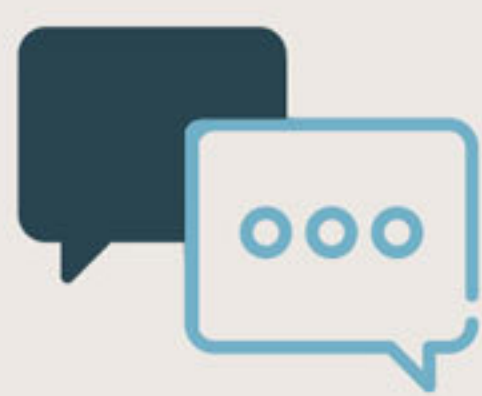
Patient Information Sent Through Text

Texting is quick and easy, but it is not secure. Cybercriminals can intercept this information unless a special encryption program is in place on both devices.



Posting Patient Information on Social Media

Is it OK to share on social media if you don't use a name? No. Someone can recognize the patient, situation, or even the doctor's name, and you've disclosed private information.



Social Breaches

Knowing what to say if someone asks after the health of a friend is important. If you don't, it's easy to slip up and share private medical information in violation of HIPAA.



Employee Illegally Accessing Patient Records

Curiosity, spite, or even personal favors can cause employees to look up medical files they aren't authorized for. Don't let this practice jeopardize your practice or career.



Accessing Patient From Home Computers

Working from home — or simply finishing notes away from the office — can result in a violation as well. Family members, other bus riders, or other members of the public can easily see what's on the computer screen.



Authorization Requirements

Employees should make sure to always get proper authorization before disclosing anything. If they aren't sure, get permission.



Employees Gossiping About Private Information

It's common to want to talk about work, but healthcare workers can't. Instead, they have to be sure to discuss patient information only in secure areas and avoid sharing information with friends and family.



Lack of Employee Training

Everyone on your team should be familiar with HIPAA requirements and trained to follow them carefully. This includes volunteers, interns, and more.