



# HIPAA COMPLIANT



## The HIPAA Privacy Rule:

The HIPAA Privacy Rule lays out certain **administrative requirements** that covered entities must have in place.

These requirements include the following:

- A privacy official must be appointed who is responsible for developing and implementing policies and procedures at a covered entity.
- Employees must be trained on policies and procedures.
- Appropriate administrative, technical and physical safeguards must be maintained to protect the privacy of PHI in a covered entity.
- A process for individuals to make complaints concerning policies and procedures must be in place at a covered entity.
- Policies and Procedures must be set up to destroy PHI when it is no longer necessary to fulfill a job or a function.

- Copies of patient information may **NOT** be disposed of in any garbage can in the facility. Covered entities must have safeguards in place for the disposal of PHI, and develop and implement those procedures. For instance, the disposal of certain types of PHI such as name, social security number, driver's license number, debit or credit card number, diagnosis, treatment information, or other sensitive information is subject to these procedures.