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MyBeaumontConnection Privacy Compliance Education

Beaumont Health has implemented OneChart, BH’s electronic medical record system powered by Epic. You are being granted access to OneChart giving you access to patient’s medical, demographic, and possibly financial information. This information is called Protected Health Information or PHI. A law called the Health Insurance Portability and Accountability Act (HIPAA) regulates when we can access, use, or disclose this information or PHI.

HIPAA allows us to use, access, and disclose PHI for payment and treatment. Your access to Beaumont Health’s Epic (oneChart) is being granted so that you are able to coordinate our mutual patient’s medical care (treatment). You may also access payment information for our mutual patient so that your organization can obtain payment for services (payment). You may not obtain access to medical records for any other reason unless you have a signed Family and Friends Authorization, as described below.

Examples of treatment:
- When a nursing home employee looks at a patient’s current inpatient medical record to coordinate care when a patient is expected to return to the nursing home where the employee lives
- To find out more about the medical care your patient
- Referral of a patient from one health care provider to another

Payment examples include, but are not limited to:
- Determining eligibility or coverage for health care services;
- Requesting a prior authorization for payment of health care services to be provided to a patient; or
- Billing and collection activities.

PHI is protected for 50 years after a patient’s death.

Disclosures to Family, Friends and Others involved in an Individuals Care

The most common complaint the Privacy department receives, is due to a patient “feeling” that their privacy rights have been violated (i.e., they were not asked, prior to, the sharing of their medical information). Please remember to ask patients if it’s ok to share the information with others prior to disclosing protected health information, especially sensitive information such as AIDS/HIV or communicable diseases. When possible, try to find a private location for conversation involving sensitive health information and speak quietly.

- Remember to get the verbal permission from the individual or otherwise be able to reasonably infer that the patient does not object.
- If the individual is incapacitated or not available, you may share information for these purposes if, in your professional judgment, doing so is in the patient’s best interest.
- In either case, you may only share or discuss the information that the person involved needs to know about the patient’s care or payment for care.
- A health care provider may NOT tell your friend/family about a past medical problem that is unrelated to their current condition.
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**Patient Right to Access**
Providing individuals with easy access to their health information empowers them to be more in control of decisions regarding their health and well-being. For example, individuals with access to their health information are better able to monitor chronic conditions, adhere to treatment plans, find and fix errors in their health records, track progress in wellness or disease management programs, and directly contribute their information in research.

Patients and legal representatives have the right to:
- Review or obtain a copy their medical record
- Correct or amend their health information

Please refer patients (or the legal representative) to Beaumont Health’s Health Information Management or Medical Records Department if they would like a copy of their medical record or if they would like to correct or change their medical record.

**Minimum Necessary Standard**
Consistent with HIPAA, Epic Care Link Users must make reasonable efforts to limit use, access, and/or disclosure of PHI to the minimum information necessary to accomplish the intended purpose of the use, access, disclosure, or request for release except when accessing the medical record for treatment.

**De-identified Information**
De-identified information is health care information that does not identify a person and for which there is no reasonable basis to believe that information can be used to identify a person. Epic Care Link Users may not de-identify data. Should there be a need to de-identify health care information, please refer the request to Beaumont Health’s Privacy Officer.

**ePHI Auditing Process**
HIPAA requires us to safeguard our patient’s health information. In accordance with HIPAA, we routinely audit all access into the electronic medical record, investigate complaints, and conduct investigations. All Epic Care Link Users are expected to only access ePHI for job/role based functions or as allowed by an Authorization. Inappropriate access into a patient’s medical record may be considered a breach of the patient's privacy. A breach may result in termination of Epic access, notification to the patient, and notification to the Office of Civil Rights (OCR).

**Reporting a HIPAA Concern**
The Trust Line is a toll-free, 24 hours, seven-day a week telephone resource that allows you to report workplace concerns, including suspected illegal or unethical behavior; noncompliance with laws, regulations and policies; billing issues, patient privacy issues; patient safety concerns; criminal offenses or other concerns. Callers may remain completely anonymous. To access the Trust Line, call 800-805-2283.

You may also contact our Compliance Department directly by calling 877-471-2422.
Accessing my own medical chart, or the medical chart of a family or friend

You may use your Beaumont Health Epic Care Link account to access your own medical record without an authorization. This information is your PHI and we do not limit your access.

You may also use your Beaumont Health Epic Care Link account to access the medical chart of a family member or friend. You must have a Family and Friends Authorization signed by the patient or his/her legal representative and submitted to Beaumont Health’s medical record department before the access occurs.

I understand the following:

- I am only to access information contained within Beaumont Health’s EPIC Care link so that I may coordinate a patient’s medical care (treatment). OR to obtain payment information for our mutual patient so that your organization can obtain payment for services (payment).

- I will only access the minimum amount of information necessary except:
  - When I access my own information, or
  - When I access PHI to coordinate medical care or provide treatment to that patient, OR
  - When I have a Family and Friends Authorization signed by the patient (or legal representative and the authorization was submitted to Beaumont Health’s medical records department).

- If I access a medical record to snoop or for other reasons not allowed by Beaumont Health Policy titled, “Compliance with Federal and State Privacy Laws and Regulations”, Beaumont Health may report the access to the patient(s) and the Office of Civil Rights.

- If I violate Beaumont Health Policy titled, “Compliance with Federal and State Privacy Laws and Regulations”, my access may be terminated.

Signature          Date

Printed Name

My Organization

CNO VP Print Name & Sign          Date

Beaumont Sponsor Print Name & Sign          Date