

HIPAA (Health insurance portability and accountability act)

1. Protection of participant related information in all forms
 - a. Electronic
 - i. Only use your Amcord email to send or receive information
 - ii. Confirm email address before sending
 - iii. Ensure you are sending the minimum necessary PHI (protected health information)
 - iv. Only email participants, POA, Legal guardian, or those listed on the **SIGNED** PHI form.
 - v. Confirm fax numbers before sending
 - vi. Do not leave your computer unattended
 - vii. If you are working in the community ensure that no one can see your computer screen
 - b. Written
 - i. Do not make paper copies of participant information
 - ii. If you receive paper documents regarding participants, upload into Function Portal and shred the original
 - iii. Do not mail paper copies of documents with participant information
 - c. Verbal communication
 - i. Ensure that you are not speaking with anyone other than the participant, POA, Legal Guardian, or those listed on the **SIGNED** PHI form.
 1. If someone is no longer cognitively intact and there is no POA, work to help attain a Legal Guardian
 - ii. Do not discuss participant information when around other people or in the community.
2. Documentation is required to speak to someone other than the participant. A copy of the document must be uploaded into Function Portal and Envolve/Trucare.
 - a. POA documents
 - b. Legal Guardian documents
 - c. Signed PHI form