

# HIPAA TRAINING



THIS SHORT POWERPOINT PRESENTATION IS DESIGNED TO GO OVER PRIVACY PROTOCOLS HERE AT INTERPRETERS ASSOCIATES. WHEN YOU ARE DONE, PLEASE PROCEED TO THE QUIZ.

# HIPAA TRAINING



## 1. WHEN YOU RECEIVE AN ASSIGNMENT FROM US:

- You will never be given full names of patients
  - You will only receive a First name or Last name or Medical Record Number
  - Your online calendar will show the same information
- The reason for this is to diminish **I**dentifiable **P**atient **I**nformation.





# HIPAA TRAINING



## WHAT IS IPI?

If we told you that you were going to see John at Mass General, there would be millions of Johns it could be. If we were to tell you John Smith, all of a sudden that million falls to maybe hundreds of John Smiths. If I was to give you John's address, you would be able to pinpoint which John was being treated. IPI is information that is unique to the patient and that which identifies the individual. When we give you an assignment we give you as little PHI, or IPI as possible, just enough to identify the patient. If you go to Mass General at 3PM on Thursday, to the Dermatology department, saying you are there for patient John, reception should be able to quickly identify which patient you are there for.

## SERVICE VERIFICATION FORM

*All fields must be filled out to be processed.*

### Assignment Details:

Date/Time of Assignment:	Name of interpreter:
Address of Assignment:	Department and/or name of Provider:

### Encounter Details:

Language of Interpreting:
How many providers did you help? 1 2 3 4 5 6 7      Shift of various hours
Comments:
Did you call interpreter services upon finishing? Y N
Actual Arrival Time: _____ Departure Time: _____
Interpreter Signature: _____ Provider of Staff Signature: _____

- All verification forms must be faxed to us within 48 hours
- **Any problems you are to call Art Liebl at 603 443 7251 or Ana Maria 617 869 2693**
- **In the rare occasion you will be late, call IMMEDIATELY 603-443-7251.**

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**Fax (781) 629-2699 or email: aliebl@interpretersassociates.com**

**DO NOT WRITE ANY PHI ON THIS SVF.**

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This same principle should apply to information written by you on your Service Verification Form! Only the bare minimum IPI!!

Take a look to the left... Do you see any space asking for patient name?

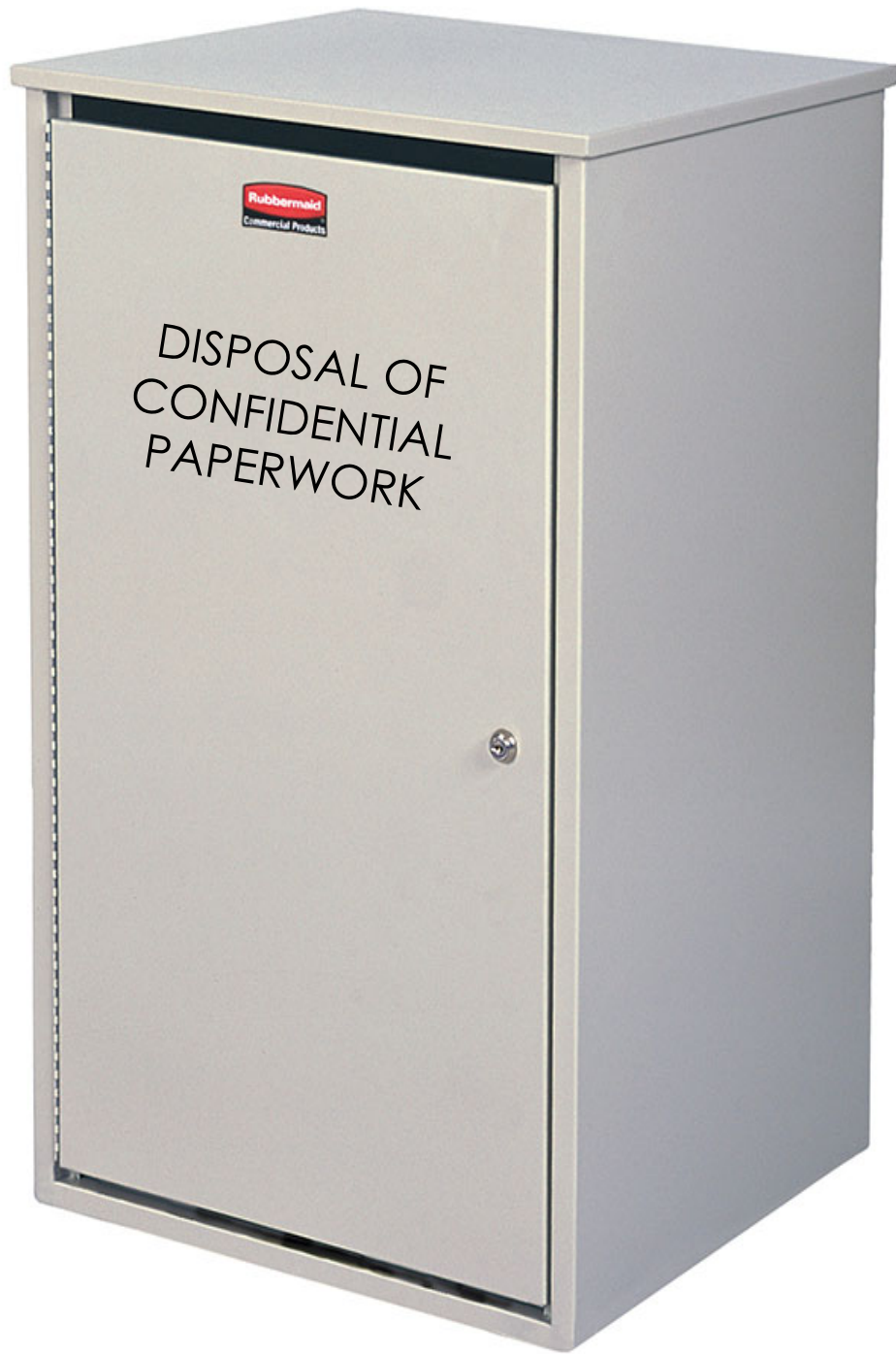


**NO PLACE FOR PHI OR PII**

# HIPAA TRAINING

WHEN AT AN ENCOUNTER, FEEL  
FREE TO TAKE NOTES, AVOID  
WRITING DOWN IPI. ALL NOTES  
SHOULD BE DESTROYED IN FRONT  
OF PATIENT AND PROPERLY  
DISCARDED





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Garbage cans for paperwork that has PHI should be clearly identifiable, are usually locked.

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By the time you leave your assignment you should not have any Private Healthcare Information on your person, including the SVF. The SVF should, at most, have only the MRN of the patient, or first name, or last name.

# HIPAA TRAINING



All SVF should be saved until  
paid and then destroyed.



# HIPAA TRAINING



Private Healthcare Information in your head:

- Should not be discussed, even with your spouse or significant other
  - Should not be texted to others
  - Should never be talked about

# HIPAA TRAINING

Consequences of not guarding well PHI:



Jail



Fines



Loss of Work

