

12 Question Test to Keep Patient Information Private

*This is an extra resource to go along with the original article:
[Understanding Your Patients' Privacy Rights](#)*

1. Are you a “covered entity”?

If yes, you are required to abide by HIPAA’s Privacy Rule. [Determine if you are here](#).
If no, HIPAA’s Privacy Rule does not apply to you.

2. Have you sent your patients a Notice of Privacy Practices?

This tells them how you’ll use their information. It’s recommended that each patient receive a notice during their first engagement with your practice.

3. Do you give patients access to their records when they ask?

Patients are entitled to copies of their medical records at any time. They can also have you send information elsewhere, such as other healthcare providers or representatives.

4. Do you consider amendment requests?

Patients have the right to request amendment to their records. If you deny their request, you must explain why and keep their request and your denial with their records.

5. Do you give parents access to their children’s medical records?

Except for a few situations, parents have the right to access their children’s medical information.

6. Do you consider special privacy requests?

Patients may make special privacy requests, such as preferred methods of communication or restrictions on who you share their medical information with.

7. Will you provide an accounting of all disclosures?

Patients may request a detailed list of all parties you have shared their medical information with.

8. Do you charge to send records and disclosure accountings?

You may charge “reasonable, cost-based fees” to send patients their records and accountings of disclosures. (Many states put additional limits on these fees.)

9. Are you transmitting electronic information securely?

Medical information should be transmitted according to HIPAA regulations (which require consent and encryption). [Learn more here.](#)

10. Do you discuss patient information in public places?

Even if you don’t identify the patient by name, you are not supposed to discuss medical information (conditions or treatment) where non-authorized parties can hear.

11. Do you distribute patient information to restricted parties?

A restricted party is anyone *other* than the patient or someone the patient has formally authorized in writing (including family and friends).

12. Do you access information you don’t need to know?

Even if you have access to medical information, you are not supposed to view it unless your job requires.