IntakeQ

Quick Tips for Staying HIPAA Compliant

This is an extra resource to go along with the original article:
[Drafting (and delivering) the perfect privacy policy form](#)

HIPAA regulations are both very strict and very important—and with good reason. A patient's protected health information (PHI) contains critical details that are inherently personal and sensitive, and must be kept secure at all costs.

Of course, in healthcare, there are instances when a patient's PHI must be shared with authorized parties in order to provide the best care and patient experience possible.

By educating your team members on the complexities of HIPAA compliance, you can help avoid mistakes or the illicit sharing of information. You should also encourage them to follow our "Quick Tips for Staying HIPAA Compliant" below:

1. Safeguard patient data using password-protected programs and change those passwords frequently.

2. Be sure to never leave a computer or mobile device unattended.

3. Enlist proper antivirus software on computers.

4. Remind team members to never look at information that doesn't pertain to their particular job or task.

5. Be mindful of your surroundings when it is necessary to discuss patient information in the office.

6. Avoid sharing any information that includes patient identifiers.

7. Encrypt your emails.

8. Never post confidential information on social media without explicit written consent.

9. Clearly explain your practice's privacy policies in a form and request that patients review and sign it.

10. Deliver your privacy policy form electronically to give the patient ample time to review and ask questions.