



**I HAVE READ AND UNDERSTAND:
HIPAA FACT SHEET**

Employee's Signature

Date

Employee's Printed Name

1. What is HIPAA?

In 1996, Congress passed the Health Insurance and Accountability Act (commonly known as HIPAA). The primary goal of this legislation was to: 1) make it easier for individuals to obtain or maintain insurance coverage when they changed employment; and 2) to require certain types of health care or health care related providers to adopt stricter confidentiality standards relating to the use of any imposing restrictions on who can access individual patient's Protected Health Information (PHI) without the patient's permission.

2. What does it mean to Pasco County?

Certain activities performed by County Departments like Emergency Services, Social Services, Veteran's Services and Public Transportation fall within the category of agencies who are required to adopt specific safeguards about who can have access to PHI, and under what circumstances, who can request a change to a record and how this will be done.

Please note, that although employee records relating to health conditions or workers' compensation are not subject to these additional requirements, they will continue to be maintained by the County in the same confidential manner as they always have been.

3. What does it mean to you as a County employee?

All County employees will receive some general training about HIPAA to help them develop a better understanding of the law. In the interim, please remember – one of the main goals of this law is to limit the sharing of medical information to only those who have a business or personal need to know. So if you have a non-business related urge to ask about a person's medical file or history, just resist! Also, be reminded that email correspondence is a public record and should not contain medical information.

If you hear or see medical information you don't have a business need to have access to, don't repeat it!

4. What happens if I share Protected Health Information (PHI) with individuals or other departments or outside agencies without the person's consent?

Depending on what information is involved and what the relationship between the County and the outside party is, you could face criminal charges (up to \$50,000 and 1 year imprisonment for wrongful use or disclosure of PHI) or monetary civil penalties(\$100 for a single violation up to \$25,000 for multiple violations during a calendar year).

Remember – you should treat other people's private medical information as you would want others to treat yours.

If you have any questions or want to report an unauthorized disclosure of medical or health care related information, please contact the County's Privacy Officer, Barbara DeSimone at Extension 8103 or check the County's website for copies of the County's HIPAA Privacy Policy at pascocountyfl.net.