

# Confidentiality (HIPAA)

**As a result of participating in this segment of training, you will be able to:**

1. Give a definition for HIPAA
2. List at least 5 pieces of protected information that can be used to identify a person
3. Summarize what to do in 3 out of 4 situations to safeguard communication and information (verbal, written, or electronic – including social media)
4. Explain “need to know” concept related to HIPAA
5. Describe how to use release of information and consent forms
6. Describe the role of a Necessary Supplemental Accommodation (NSA) representative
7. Compare different types of guardianship
8. Identify a guardian’s duties regarding protected health information
9. Classify the methods through which Protected Health Information can be transferred
10. Identify penalties for violation of HIPAA policy whether intentional or accidental







## RELEASE OF INFORMATION

I hereby authorize all medical service sources and health care providers to use and/or disclose the protected health information ("PHI") described below to following individual:

NAME \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_

**Release of PHI covering health care for the period of (choose one)**

- From (date) \_\_\_\_\_ to (date) \_\_\_\_\_, or  
 All past, present and future periods

**I hereby authorize the release of PHI as follows (check one):**

- my complete health record (including records relating to mental health care, communicable diseases, HIV or AIDS, and treatment of alcohol/drug abuse), or  
 my complete health record with the exception of the following information (check as appropriate):
- Mental health records
  - Communicable diseases (including HIV/AIDS)
  - Drug and alcohol treatment
  - Other (specify) \_\_\_\_\_

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_



*My Notes*

1.

2.

3.

**1 Who can I share information with?**

**2 What information can I share with them?**

**3 What information can I not share with them?**

As a DSP, what is my role to safeguard the information of the individuals I support?