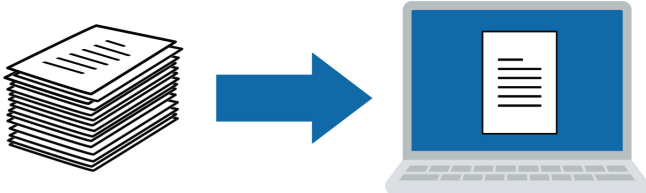




Health Insurance Portability & Accountability Act (HIPAA)

2025 Training



1996



- Title I: Health Insurance Reform
- Title II: Administrative Simplification
- Title III: Tax-Related Health Provisions
- Title IV: Group Health Plan Requirements
- Title V: Revenue Offsets

EVOLUTION

2003



Privacy Rule

2005



Security Rule

2006

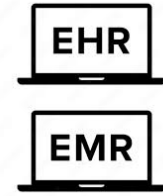


Breach Notification Rule

2009



HITECH Act



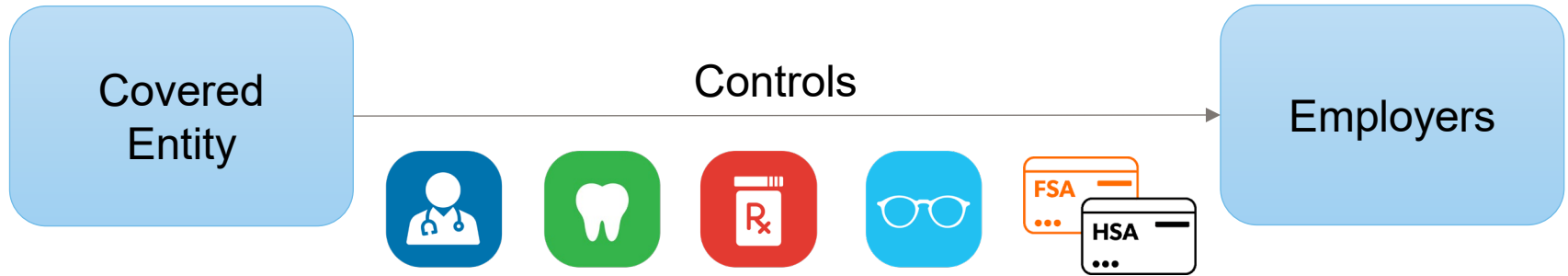
2013



Omnibus Rule

Title II

HIPAA – What It Is...



Covered entities:

- Healthcare Provider
- Health Plan
- Healthcare Clearinghouse

Additional details:

- Individual controls their information (a few exceptions exist)
- Applicable to dependents and to deceased individuals



Limitation on health information to the individual

Not Applicable to entities other than covered entities or their business associates.

Not applicable to personally identifiable information (PII).

Not applicable to long term disability*, worker's compensation, accident or life insurance*.

Not applicable to individually identifiable health information held by entities other than covered entities or business associates (BA).

*SFHSS administers LTD, Life and Accident Insurance benefits

How SFHSS Complies

- Verify member identify / or designee's authorization prior to sharing information
- Physical controls such as key cards and secure office area, paper shredders, disposal of media, security alarms.
- Technical controls such as location-based access controls, encrypted file transmissions and storage, backups, intrusion detection.
- Comply with Administrative controls such as Business Associate Agreements, policies and procedures, security awareness training.



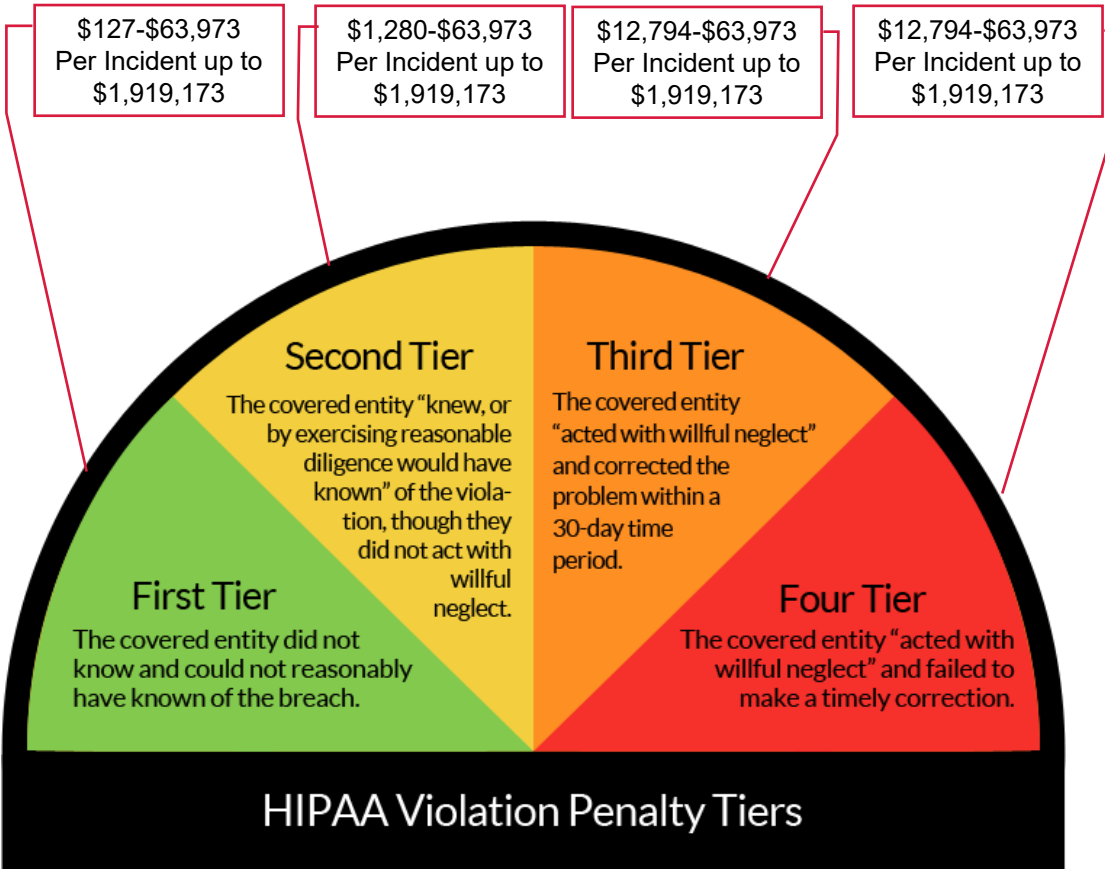
Applicability for HSB Commissioners



- Receive, Consider and Act upon Member 2nd Level Appeals.
- Receive communication directly from SFHSS members outside of the appeals process which also may contain **PHI**.
- You are bound by HIPAA as part of SFHSS. Once you receive the information, you must now protect it.
- Comply with the HIPAA **Minimum Necessary** requirement and de-identify data using the Safe Harbor method

Penalties

Civil Penalties



Criminal Penalties

- Fines up to \$250,000**
- Up to 10 years in prison**

Other Repercussions

- Loss of medical license**
- Employee termination**
- Lawsuits and restitution**

Cybersecurity – Resources / Requirements

- Annual cybersecurity training – coordinated by HSB Secretary
- Comply with **Minimum Necessary** Requirement
- Comply with HSS computer usage standards
 - PHI not kept on the computer – use your network drives
 - Use Multi-factor Authentication (MFA)
 - Never give out your login credentials
- Review guidance found on SFHSS.ORG
 - <https://sfhss.org/data-breaches>
- HIPAA training is required by HIPAA rules – SFHSS conducts annually
- Use City email account only for HSB business
- Contact SFHSS Privacy Officer if you ever suspect loss or misuse of privacy data or have questions about the types of information to protect and how best to secure it.

APPENDIX

What Information Is Protected?

Identifier

Individually identifiable Health Information, including demographic information (identifies the individual) OR there is a reasonable basis to believe the information can be used to identify the individual.



Health Information

Any information, whether oral or recorded in any form of medium that..

Is created or received by a health care provider, health plan, public health authority, employer, life insurer, school or university, or health care clearinghouse and...

Relates to past, present, or future physical or mental health or condition of any individual, the provision of health care to an individual, or the past, present, or future payment of the provision of health care to an individual

 **PHI**

18 Identifiers Which Make Health Information PHI

1. Names
2. All geographical subdivisions smaller than a State, including street address, city, county, precinct, zip code, etc.
3. All elements of dates (except year) for dates directly related to an individual, including birth date, admission date, discharge date, date of death
4. Phone numbers
5. Fax numbers
6. Electronic mail addresses
7. Social Security numbers
8. Medical record numbers
9. Health plan beneficiary numbers
10. Account Numbers
11. Certificate/license numbers
12. Vehicle identifiers and serial numbers, including license plate numbers
13. Device identifiers and serial numbers
14. Universal Resource Locators (URLs)
15. Internet Protocol (IP) address numbers
16. Biometric identifiers, including finger and voice prints
17. Full face photographic images and any comparable images
18. Any other unique identifying number, characteristic, or code