

Clark College
Department of Nursing
PROTECTION OF PATIENT IDENTITY

Under HIPAA confidentiality rules, Insurance companies, hospital workers, etc. and STUDENTS must protect a patient identify. Huge fines can be levied for individuals who break the HIPAA confidentiality rules. In order to protect you, Clark College, the hospital, and the patient, effective immediately, the following policies now apply.

Within the hospital: **Student Assignments** need to be posted where the public cannot read them. You may only put in the room number and the patient's initials.

Outside the hospital: This includes any type of paperwork that you take outside the hospital proper **and** specifically:

Data Bases and Care Plans will NOT contain: Patient initials, birth date, **date of admission**, facility name, medical record numbers, or patient names.

Data Bases and Care Plans MAY contain: Patient age, gender, room number (remove the first digit- room 434 would be "34"), medical diagnosis/ procedures, medications, labs, diagnostic results, assessment data.

Printed Medication list and Laboratory results: If you print out the patient's **medication list or laboratory results**, you **must cut off** all identifiers and put them in the bin for shredding. You may not just black out the patient's name and/or facility, it must be cut off before you leave the nursing unit.

During clinical, your Data Bases, care plans, and any other patient information needs to be secured inside an envelope or closed container i.e. not on the front of your clipboard.

Photocopying (Xeroxing) medical records (any part including a patient's history), medications list/records, lab sheets, and etc. may NOT be done.

Turning in written assignments to the instructor:

Written work turned into the instructor's box in must be inside a sealed envelope (envelopes with clasps or ties are acceptable). Follow you instructor's directions if an envelope is needed when you turn it in directly to them.

You cannot email written assignments containing ANY patient information as you can't encrypt them from a home computer. This is a change! You will have to turn them in yourself, as above. **You cannot fax them** –the papers that come out of the fax machine can be seen by anyone in the workroom.

Instructor's return of assignments to students:

We need to return them to you in either a sealed envelopes into the student mailbox or to you in person.

I, _____ have read and understand this policy on protection of patient identity.

Signed: _____ Date: _____