

BPA Broward Psychological Associates, Inc.

Business Associates

Business associate agreements must be signed by parties with whom protected health information is shared. This includes all staff, students who have access to information. Billing companies, answering services, accountants, consultants, software vendors, collection companies or other entities that perform functions that require protected health information are considered to be business associates. Reasonable efforts will be made to limit use or discloses. Exceptions include legally mandated disclosures, investigation/determinations.

Physical Plant

When not in use patient charts will be kept in closed space at all times. The enclosure will be kept locked at appropriate times.

Computers will have individual passwords or ID and should be protected from inadvertent disclosure. Information on each computer will be kept private. Terminals will be positioned in such a way that it cannot be read by someone walking by.

"Hallway" consultation is not permitted. All private conversations will be conducted in a closed office. Privacy will be maintained regarding telephone calls. Whenever possible, identifying information should be protected and private. Faxes, appointment books, mail, e-mail, EON and psychological records are all subjected to protection from exposure.

A shredder will be used for all discarded documents that contain personal information.

Electronic Methods

Insurance forms will be transmitted by electronic means. Patient information that is transmitted over the Internet, dial-up lines and private networks will all be HIPPA compliant and comply with the standard. Overall quality assurance will be maintained by the use of standard medical and non-medical code sets, CPT of ICD-9. Software vendors and electronic billing clearinghouses must be HIPPA compliant.

Privacy Officer

A Privacy Officer will be appointed. This will be the contact person for all privacy issues and be responsible for HIPPA privacy compliance. The current Privacy Officer is Peggy Stewart, Office Manager for Broward Psychological Associates.