Please review the following to get refreshed on HIPAA and how it is to be followed at Spectrum Therapy. **This is required reading**. There will be a small quiz to test your knowledge sent next week.

A key protection of the HIPAA Privacy Rule is the minimum necessary standard: “protected health information should not be disclosed when it is not necessary to satisfy a particular purpose or carry out a function.”

Spectrum Therapy patient\company information should only be located in two places; the company **Dropbox**and Company **Email**.

Key Points for Spectrum Therapy Contractors:

* Documents created for Spectrum Therapy Business purposes, or containing Spectrum Therapy Patient information, should only be stored on the company Dropbox. After these documents are created and uploaded to Dropbox, no copies should be stored on your personal PC’s.
* The Spectrum Therapy Dropbox is a controlled environment with security to ensure only users that need access to information have access to information. This is done to stay HIPAA compliant.
* The company's email is encrypted, so patient names can be in the subjects of the email. This makes it easier to find information while still being secure.
* When discussing PHI via text messaging, use patents initials and not their full names. Do not include patients' faces in videos or photos.
* Don't store patient information in your car.
* Any paper patient information should be double locked when not in use.
* Any paper patient information must be shredded when no longer needed.
* Do not discuss PHI around anyone that is not authorized to know it. Use initials when talking if needed.

Please let me know if you have any questions.

Thanks,