


<b>Name of Policy:</b> Patient Privacy/Confidentiality <b>Policy Number:</b> 3364-86-028-00 <b>Approving Officer:</b> Dean, College of Medicine and Life Sciences <b>Responsible Agent:</b> Director, Graduate Medical Education <b>Scope:</b> UT College of Medicine Residents	 <b>Reviewed/Revised:</b> 10/4/22 <b>Original Effective date:</b> 05/01/02
<input type="checkbox"/> New policy proposal	<input type="checkbox"/> Minor/technical revision of existing policy
<input type="checkbox"/> Major revision of existing policy	<input checked="" type="checkbox"/> Reaffirmation of existing policy

POLICY

Residents will protect the personal privacy of patients and maintain confidentiality of patient information at all times.

PURPOSE

To ensure the Residents maintain patient care and confidentiality within the guidelines set forth by the Health Information Portability and Accountability Act (HIPAA) and related privacy laws.

PROCEDURE

1. All incoming residents in graduate medical education programs at The University of Toledo will successfully complete the on-line HIPAA training course prior to the start of their education program.
2. As per the HIPAA and related privacy laws and Department of Health and Human Services (DHHS) rules and regulations, the Resident shall protect the personal privacy of patients and maintain confidentiality of patient information at all times. This shall include professional behaviors such as:
  - Guarding patients' protected health information from unauthorized access.
  - Not disclosing or sharing health information without a patient's signed authorization, except in circumstances permitted by HIPAA (such as law enforcement and public health reporting).
  - Informing patients as to how their health information is going to be used and disclosed.
  - Ensuring that patients have open access to their own medical records.
  - Protecting patients' health information from being exposed or left in public areas or public waste bins.
  - Not storing patients' health information on personal electronic devices or home computers except as authorized below.
  - Not sharing patients' health information between personal electronic devices, home computers, or the Internet except as authorized below.
  - Not using patient names/identities and not disclosing patients' health information in public conversation.
3. Professional use of electronic devices to meet program accreditation requirements (ACGME, ADA) is allowable. The resident must follow Hospital standards/guidelines on professional use of electronic devices.

4. Patients' privacy and confidentiality of health information shall also be protected during bedside teaching rounds, morning report, and during other educational activities such as conferences or sit down rounds, when feasible. Incidental disclosure of protected health information should be minimized.
5. Residents shall take measures to protect patients' privacy and confidentiality in cases where the patient is in a room where other patients or visitors may be present.
6. As per HIPAA and related privacy laws, wrongful disclosure of protected health information may result in potential penalties as dictated by law.

<p>Approved by:</p> <p><u>          /s/ Shaza Aouthmany, M.D.          </u> Chair, Graduate Medical Education Committee</p> <p><u>          /s/ Christopher Cooper, M.D.          </u> Dean, College of Medicine and Life Sciences</p> <p>Review/Revision Completed by: Graduate Medical Education Committee</p>	<p>Policies Superseded by This Policy:</p> <ul style="list-style-type: none"> <li>• None</li> </ul> <p>Initial effective date: 5/01/2002</p> <p>Review/Revision Date: Reviewed 5/04, Revised 5/4/06, Revised 5/06/2008, Reviewed 5/4/10, Reviewed 5/1/12, Reviewed 5/6/14, Revised 5/3/16, Reviewed 5/1/18, Reviewed 10/4/22</p> <p>Next review date: 10/2024</p>
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