



# START A MIDWIFERY BUSINESS *Right*

## HIPAA *Compliance*

Implement these simple steps to be HIPAA compliant in your midwifery practice.

### **STORING RECORDS**

- Use a HIPAA certified Electronic Health Records (EHR) System
- Password protect all computers, laptops, tablets, and phones that you use to access your EHR
- Locate all paper records including recites, bills, phone notes, etc. behind two locked doors (yes locked filing cabinets count)
- Purchase a shredder and use it for any paper containing notes of clients when disposing.
- If your office/ home office trash can does not lock, then save your shredded records/notes (behind a lock) and take to a HIPAA approved disposal location once a month.
- Purchase and use behind two locked doors, your own dedicated fax machine or use a HIPAA certified e-fax app.
- Never access your EHR System from a public computer

### **ACCESSING RECORDS**

- Do NOT share passwords, instead make all independent passwords for all users in your practice
- Restrict access to client charts that certain members of your practice have not been granted permission to see.
- Train staff to log out of your EHR system when they are finished
- Train staff to never discuss patient details in earshot of another client

### **SHARING RECORDS**

- Do NOT start a chart on a new patient without a signed HIPAA acknowledgment form
- Create and use a fax cover page that lets the recipient know that the attached information is confidential and needs to be handled under HIPAA privacy guidelines
- Create a policy and method for recording where, when and who a clients PHI is shared
- Create a policy and method for verifying fax numbers before sending PHI
- Utilize a 'media consent/refusal form' for clients and a method for verifying consent BEFORE posting birth announcements on social media/ your website
- Utilize a 'student consent/refusal form' for every client before allowing students unrestricted access to PHI
- Only peer review cases with your local community if your local community could not guess who the client is even when the chart is de-identified.
- Get in the habit of asking permission before sharing any PHI with ANY family members or friends (even parents and family waiting in a waiting room) without express oral or written consent from the client.
- Restrict your clients to calling you, messaging you through your EHR System or using a HIPAA compliant texting platform
- Create and sign confidentiality agreements with anyone who is a part of your team and has the potential to encounter PHI, including bookkeepers, students, accountants, lawyers, etc.
- Hold regular trainings on HIPAA compliance in your staff meetings so that you can count on your whole team to safeguard protected health information.