

University of Texas Medical Branch Pulmonary Function Clinic Policy 01-05 HIPPA	Effective Date: Oct 02 Revised Date: Aug 10 Review Date: Aug 23
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Health Insurance Portability and Accountability Act (HIPAA) – Acquisition, Use, Storage, and Disposal of Patients’ Protected Health Information

Audience	All personnel in the Pulmonary Laboratories: Pulmonary Function Clinic, and Center for Pulmonary Rehabilitation.
Purpose	This policy establishes the expectations for compliance to HIPPA regarding patient confidentiality.
Policy	All above stated departments will protect the confidentiality of each patient and respect their rights regarding information concerning them.
Components	<p>The following components will be applied:</p> <ul style="list-style-type: none"> • All treatment rooms containing Protected Health Information (PHI) will remain secured and locked after business hours and when staff is not immediately available computer screens will be minimized and/or closed. • All faxes sent outside UTMB will include a HIPPA compliant cover sheet. • PHI that is no longer needed will be disposed of in blue recycling bags. Blue recycle bags must be properly secured at all times. • All computer screens must be password protected.

This form documents the approval and history of the policies and procedures for the Pulmonary Function Laboratory. The Medical Director signs all policies verifying initial approval. Annually thereafter, the Director and/or designee may approve reviews and revisions.

Date	Approved by:	Signature
11/07	V. Cardenas, MD Medical Director Pulmonary Laboratory	
6/09	V. Cardenas, MD No changes to the policy	
7/10	V. Cardenas, MD No changes to the policy	
2/12	A. Duarte, MD No changes made to the policy	
5/14	A. Duarte, MD Medical Director Pulmonary Laboratory No changes to the policy	
8/16	A. Duarte, MD Medical Director Pulmonary Laboratory No changes to the policy	

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11/17 **A. Duarte, MD**
Medical Director Pulmonary Laboratory
No changes to the policy

8/19 **A. Duarte, MD**
Medical Director Pulmonary Laboratory
No changes to the policy

8/21 **A. Duarte, MD**
Medical Director Pulmonary Laboratory
No changes to the policy

8/23 **A. Duarte, MD**
Medical Director Pulmonary Laboratory
No changes to the policy