



Cole Camp Ambulance District

905 E Main, Cole Camp, Mo 65325
(660)668-5006



HIPPA Clinical Sign off Sheet

SUBJECT: HIPPA PATIENT INFORMATION

It is the policy of the Cole Camp Ambulance District to protect patient identifying information and restrict its use and or disclosure in accordance with rules and restrictions as defined within the Federal Health Insurance Portability Act of 1996 (HIPPA), Public Law 104-191 and its subsequent revisions.

It is the responsibility of all employees / Clinical Student Rider to ensure the privacy and security of patient "Protected Health Information" (PHI) from disclosure to, or access by, individuals or other business entities not specifically authorized by the nature of their relationship with the district to have access to this information.

As defined within the currently know HIPPA regulations there are nineteen (19) data elements that must be protected from disclosure. Of the nineteen data elements the following thirteen data elements apply to information we routinely collect when providing pre-hospital emergency medical services to patients.

They are:

Patient name, address, name of relatives, name of employers, and date of birth, telephone number, social security number, account number and health plan.

The remaining six data elements that we do not routinely collect are:

Fax number, Email address, medical records number, certificate/license number, any vehicle or other device serial number, web universal resource locator (URL), internet protocol (IP) address number, finger or voice prints, photographic images (x-rays) or any other identifying number code or characteristic that may be disclosed.

The Cole Camp Ambulance District has in place a Cell Phone Camera or picture taking ordinance. This ordinance forbids the use of such devices on district scenes or property unless approved by the District Administrator.



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SECTION: PRIVACY, PATIENT RELATIONS

SUBJECT: PATIENT INFORMATION

Under HIPPA regulations protected health information may not be used or disclosed unless the disclosure is either authorized by the patient or is specifically permitted under HIPPA regulations.

Currently there are areas of the HIPPA regulations that require additional clarification and until they are clarified the district policy will be:

Data elements that we routinely collect are to be protected in the following manner within the district:

1. Documentation containing them is to be restricted to the Missouri Ambulance Reporting Form (MARF) or electronic report form and they shall not appear in any other documentation.
2. When it is necessary to document a specific situation the Run Number will be used as the identifier.
3. Access to the MARF's placed in storage will be limited and the storage area must be locked at all times.
4. Access to Electronic Files or readable media containing them is to be controlled by the individual responsible for the generation and maintenance of the file.
5. Radio communications involving a patient's condition will continue to be restricted to vital signs, patient injuries and until age is clarified it will continue to be given to the receiving hospital.

All personnel / Clinical Student Rider are advised that discussing a specific patient and or information relating to or containing any of the protected data elements with anyone who is not an employee of the district is strictly forbidden.

Any infraction of such policy could result in legal action or termination of all rights and will be reported to all state and local authorities.

Signature _____ Date _____

Authorized Signature _____ Date _____