

## **HITECH and HIPAA Combined Policy:**

**Currently, Twin Cities Home Health Services does not store any client's health information in any of its computer. Twin Cities Home Health Services does NOT e-mail any requested health information to any individuals or offices. All requests are to be picked up or mailed. However, Twin Cities Home Health Services has adopted the following policies in place for readiness:**

### **The Major Components of the IT Security requirements of HIPAA and HITECH are as follows:**

1. Unique passwords and password decryption
2. Automatic Log out of user after some period of inactivity
3. Encryption attached documents
4. Encryption of emails and documents attached to emails
5. The removal and/or encryption of identifiers thereby making the data no longer PHI

### **The identifiers are specified by HIPAA as follows:**

1. Names
2. Street Addresses
3. All elements of dates (except year) for dates directly related to an individual, including date, admission date, discharge date, and date of death and all ages over 89 years and all elements of dates (including year) indicative of such age (except that such ages and elements may be aggregated into single category of age 90 or older)
4. Telephone numbers
5. Fax numbers
6. Electronic mail addresses
7. Social security numbers
8. Medical record numbers
9. Health plan beneficiary numbers
10. Account Numbers
11. Certificate/license numbers
12. Vehicle identifiers and serial numbers including license plate numbers
13. Device identifiers and serial numbers
14. Web Universal Resource Locators (URLs)
15. Internet Protocol (IP) address numbers
16. Biometric identifies, including finger and voice prints
17. Full face photographic images and an comparable images
18. Any other unique identifying number characteristic or code (excluding a random identifier code for the subject that is not related to or derived from any existing identifier).

All Twin Cities Home Health Services employees are bound by these polices and their work agreement with Twin Cities Home Health Services.