



**Review of Key HIPAA Provisions for
Non-Baylor Scott & White Health Plan
Employees for Access to the Baylor
Scott & White (BSWH) Electronic
Medical Record**

Changing Healthcare For The Better™

Purpose

You are being granted access to the BSWH Electronic Medical Record (EMR) on a limited basis to support the provision of healthcare or healthcare services.

The EMR contains confidential patient information protected by federal and state law and regulations under the Health Insurance Portability and Accountability Act (HIPAA).

Your obligations – access

As a user of the BSWH EMR, you agree to:

- Access information ONLY for the purposes of providing healthcare or healthcare services;
- Never access out of curiosity, concern, or at the request of an individual that you are not providing healthcare services;
- Except as specifically required for direct patient care, access the minimum amount of information needed;
- **Never access your own record, those of any family members, friends, co-workers, etc.;**
- Never share your user ID or password;
- Never log in & allow another individual to access under your log in;
- Not use or disclose any patient information except as permitted or required by law;
- Promptly notify a BSWH Information Systems Security if your job duties change and you no longer need access to the EMR; and
- Promptly notify a BSWH Privacy Officer at Privacy@BSWHealth.org if you become aware of any misuse.



Your obligations – safeguards

As a user of the BSWH EMR, you agree to protect confidential information:

- You may not download or copy/paste medical record documents to another computer or external device;
- You must shred any printed documents when they are no longer needed for patient care;
- You may not remove printed documents from the healthcare facility;
- You must log out of the application each time you walk away from your workstation.



Protect your password

- Change your password at regular intervals
- NEVER share your User ID and password
- Avoid writing down your password
- Create a strong password
 - Minimum of 8 characters in length
 - Does not include the User ID
 - Does not include the same character 3 or more times (for example, AAA)
 - Includes at least one of each of these characters:
 - Upper case alphabet (A – Z)
 - Lower case alphabet (a – z)
 - Number 0 – 9 or Special symbol (such as @, #, \$, %, &)



Your obligations – reporting

As a user of the BSWH EMR, you agree to promptly report any use or disclosure of confidential patient information in violation of your signed agreement.

These uses or disclosures must be reported to the BSWH Privacy Line at **866-218-6920** or [**Privacy@BSWHealth.org**](mailto:Privacy@BSWHealth.org)



Limitations of access

- Accessing patient information for any reason not related to direct patient care is a violation of federal and state law.
- You may access a patient's information ONLY while treating the patient or performing an authorized job duty.
- Accessing patient information out of curiosity, concern or desire to know is illegal and is grounds for immediate termination of your access.



Monitoring

BSWH monitors access on a regular basis to ensure appropriateness.

If any inappropriate access is identified, your access to the BSWH EMR will be terminated immediately.



Criminal Penalties

The U.S. Department of Justice prosecutes criminal cases and may impose criminal penalties on individuals:

- Up to \$50,000 in fines and 1 year in prison for knowingly obtaining or disclosing Protected Health Information (PHI) in violation of the privacy regulations
- Up to \$100,000 in fines and 5 years in prison for false pretenses
- Up to \$250,000 in fines and 10 years in prison with intent to sell, transfer, or use PHI for commercial advantage, personal gain, or malicious harm



Questions or concerns

If you have any questions or concerns, please contact the BSWH Privacy Office at 866-218-6920 or Privacy@BSWHealth.org

Serious concerns about potential violations of applicable law or regulations may also be reported through:

Baylor Scott & White Health Compliance HelpLine

1-866-245-0815 or <http://ComplianceHelpLine.BSWHealth.com>

