

# ESRD NETWORK 13

Serving Arkansas, Louisiana & Oklahoma Renal Communities



## IMPORTANT SECURITY MEMO

### Patient Confidentiality and HIPAA Guidelines

Please read the accompanying Security Memo carefully, share it with all individuals that correspond with the Network 13 office, and post it in an appropriate area in your facility.

## FAX RESPONSE SHEET

Please acknowledge receipt of this memo by completing the information below and returning this page by fax to the Network Office.

**The NW 13 Fax Number is: 405.942.6884**

NAME OF CONTACT PERSON:

FACILITY \_\_\_\_\_

NAME \_\_\_\_\_

TITLE \_\_\_\_\_

EMAIL \_\_\_\_\_

PHONE # \_\_\_\_\_

**THANKS !!!**

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4200 Perimeter Center Drive Suite 102 Oklahoma City, OK 73112-2314  
Phone: 405.942.6000 Main Fax: 405.942.6884 Data Fax: 405.942.6181  
Web site: <http://www.network13.org> Email: [info@nw13.esrd.net](mailto:info@nw13.esrd.net)

*Mission Statement: "To assess and improve the quality of care provided to individuals with End Stage Renal Disease."*

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March 24, 2008

## **IMPORTANT SECURITY MEMO - Please Post**

Attention all ESRD Network 13 Facility Personnel

### **Patient Confidentiality and HIPAA Guidelines**

As facilities begin using email for communications, the Network has seen an increase in the number of emails that we receive which contain confidential patient specific information. Please be advised that Email correspondence to the Network IS NOT SECURE, and does not meet the guidelines established by the Health Insurance Portability and Accountability Act (HIPAA) for transmission of identifying or protected health information (PHI). Per the Centers for Medicare & Medicaid Services (CMS), this is classified as a security incident, and must be reported to CMS by the Network office.

In the future, per CMS guidelines, if we receive PHI on any patient via email, this breach will be reported to the sender and the facility administrator via email, and to CMS through the use of the CMS Quality Log of Incident Handling Actions. An investigation will be done by a designated CMS QualityNet (Qnet) security staff member. Depending on the type and severity of the incident, internal grievance procedures and/or external agencies will be notified as required by law. Upon receipt of your copy of this log, it is your facility's responsibility to notify your organization's HIPAA compliance officer, and to follow the guidelines established by your institution to comply with the HIPAA mandates.

Please note that you can use QualityNet as a CMS-approved method of submitting patient specific information to the Network. If your facility does not already have a QualityNet user account, and would like to have one, contact Nellie Hedrick at 405-948-2253 or email: [nhedrick@nw13.esrd.net](mailto:nhedrick@nw13.esrd.net). She will be able to assist you to set up a user account so that you can use the Internet to submit information to the Network.

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