

Health Insurance Portability and Accountability Act (HIPAA) Training

It is important for every NPR to be familiar with HIPAA rules and regulations to protect the privacy of all patients in the facility. While the facility and the NPR work toward creating a positive treatment environment, it is important to realize not every patient is comfortable sharing their treatment information. Thank you again for your interest in the NPR program. With your help, your patient community can become more educated and informed.

HIPAA Regulation on sharing of patient information:

HIPAA was established to set guidelines and rules for the exchange of patient health information. The guidelines and rules set forth how patient health information is to be protected, how it can be shared and with whom and provides rights for patients.

HIPAA and the NPR program:

- HIPAA guidelines and rules do not allow for the disclosure of patient health information to parties who are not involved in the delivery of medical services, payment or insurance or individuals the patient has not provided permission for release of this information.
The facility staff cannot disclose patients' names, addresses or telephone numbers to NPR without written consent.
- The facility staff cannot disclose patient health information related to the patient's treatment to any person who is not involved in the provision of medical care to the patient without a written consent. Disclosure to staff can only include personal health information required to provide for the medical care of that patient. Staff cannot provide NPRs with a list of patient's names. Staff cannot disclose medical information on modality, reason for being on dialysis, or patient outcomes to NPR.
- NPRs are encouraged to utilize the NPR patient bulletin board to post information about the NPR program and to introduce you to the other patients. You may want to include a way for patients to contact you. You can approach other patients and introduce yourself and provide them information about the NPR program. The patient then has the option to disclose information to you such as their name, modality and a preferred way to be contacted.

Confidentiality

Client confidentiality is the principle that an institution or individual should not reveal information about their [clients](#) to a third party without the consent of the client or a clear legal reason.

- In the NPR program, the NPR must adhere to the principle of confidentiality in their discussion with other patients. What is discussed with another patient in a one-on-one meeting is not to be shared or discussed with another person or staff without the permission of the person. You may provide staff with information on concerns expressed by other patients as long as the patient's identity is not disclosed without their permission.
- If you take any notes during conversations with other patient, you must be able to secure those notes so they cannot be read by anyone else without the permission of the patient. Notes need to be disposed of properly, such as shredding (confetti type), to ensure confidentiality. Ask your identified NPR facility staff for assistance with this.

If you have any question related to confidentiality, please speak with your identified NPR facility staff or contact Network 13, 1.800.472.8664 extension 3011, 3018 or 3020, for assistance.