

CHILDREN'S HOSPITAL LOS ANGELES MEDICAL GROUP
COMPLIANCE POLICY MANUAL

POLICY	HIPAA Privacy & Security Enforcement Training
SIGN OFF	Robert Adler, M.D., CHLAMG Compliance Officer
ISSUED	July 9, 2010
REVISED	June 11, 2018
NUMBER	CHLAMG 10-0008

PURPOSE

The Health Information Portability and Privacy Act (HIPAA) Security Rule, effective April 20, 2005, requires that workforce members adhere to controls and safeguards to: (1) ensure the confidentiality, integrity and availability of confidential information; (2) detect and prevent reasonably anticipated errors and threats due to malicious or criminal actions, system failure, natural disasters and employee or user error. Such events could result in damage to or loss of personal information, corruption or loss of data integrity, interruption of CHLAMG, Inc. activities, or compromise to the privacy of our patients and their records; and (3) to identify and safeguard patient's Protected Health Information (PHI) from disclosure to unauthorized persons.

PROCEDURE

Pursuant to CHLAMG Policy #10-0006, all CHLAMG, Inc., and affiliates¹ will adhere to all HIPAA privacy and security requirements for the protection of our patient's protected health information (PHI). To ensure that all staff understand their role and obligations under the policy, the CHLAMG Compliance Department, in collaboration with CHLA Compliance Department and PMG Human Resources Department will organize and require staff to attend a HIPAA and Compliance Orientation within thirty (30) days of hire date. CHLAMG may put workforce members who fail to attend on administrative leave without pay until they complete the course.

Once a workforce member has attended the Compliance and HIPAA Orientation session, CHLAMG expects the workforce to adhere to all HIPAA-related hospital policies at all times. Failure to comply with HIPAA policies will result in disciplinary action up to and including termination. When required, the government will prosecute HIPAA violations to the fullest extent of the law.

Annual HIPAA training will be assigned to all staff through the iLearn education system.

RELATED POLICIES

CHLAMG 10-0006: HIPAA Compliance - PMG

¹ Pediatric Management Group, LLC; Pediatric and Adolescent Hematology Oncology, LP