Mapping Your Flow of Patient Information

The HIPAA Privacy requirements impact your handling of patient information in any form and for any purposes. In order to implement these requirements, you need to start with a good understanding of the flow of patient information into, through and outside of your organization. Think broadly as you answer these questions; patient information flows through health care organizations in more ways than many people realize. We recommend asking all departments in your organization to answer these same questions to make sure you are capturing all the relevant information.

From What Sources Do You Acquire Patient Information? (For example: patients, referring physicians, labs, families)

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By What Methods Do You Acquire Patient Information? (For example: paper, electronic, verbally, X-rays, slides)

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For What Purposes Do You Use Patient Information? (For example: treatment, billing, referrals, quality improvement, risk management)

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Where Do You Maintain Patient Information? (For example: files, offices, computer, transcriptionists' offices, employees' homes)

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In What Forms Do You Maintain Patient Information? (For example: paper, electronic, dictation tapes)

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To Whom Do You Disclose Patient Information? (For example: patient, consultants, patient families, pharmacies, schools)

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How Do You Dispose of Patient Information? (For example: shredding, trash, recycling)

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