



AVANTA[®]

MEDICAL INFORMATION SYSTEMS

FAX

December 11, 2002

HIPAA Privacy Rule



The Privacy Rule which takes effect April 14, 2003, is the second section of HIPAA being implemented, and creates national standards to protect individuals' personal health information, giving patients increased access to their medical records. As required by HIPAA, the Privacy Rule covers health plans, health care clearinghouses, and health care providers. For the average health care provider or health plan, the Privacy Rule requires activities, such as:

- ~ *Notifying patients about their privacy rights and how their information can be used.*
- ~ *Adopting and implementing privacy procedures for its practice, hospital, or plan.*
- ~ *Training employees so that they understand the privacy procedures.*
- ~ *Designating an individual to be responsible for seeing that the privacy procedures are adopted and followed.*
- ~ *Securing patient records containing individually identifiable health information so that they are not readily available to those who do not need them.*

Responsible health care providers and businesses already take many of the kinds of steps required by the Rule to protect patients' privacy. Covered entities of all types and sizes are required to comply with the Privacy Rule. To ease the burden of complying with the new requirements, the Privacy Rule gives needed flexibility for providers and plans to create their own privacy procedures, tailored to fit their size and needs. Please refer to the links on the Avanta website Links and HIPAA pages for additional information on the Privacy Rule and how it will affect your office.

HOT TIP

The Avanta Recall System is commonly used to remind your patients about their next scheduled appointments. What you may not know is that there are other ways to use this part of the system.

For example, you can specifically setup a Recall File to inform your patients about a particular insurance company or plan for which you will no longer be accepting assignment. Or, you may setup a Recall File simply to wish your patients a happy birthday.

A total of four separate Recall Files can be setup in your system. If you are not taking advantage of the many ways in which the recall system can be used, please call an Avanta support representative for more details and setup assistance.

FREE Seminars

This next free seminar will include two different topics (New Demographics & Practice Files) and two new handouts, all in one seminar. This seminar will review the new features and functions of the General Patient and Primary Insurance Data screens, and will explain the various files and fields within Edit Practice Files.

Avanta offers the choice of four free seminars including three morning sessions on January 28th, 29th, 30th, 2003 and one afternoon seminar on January 29th. Please contact Jennifer at Avanta to RSVP, and as space is limited, a 48-hour cancellation notice is required. If you are unable to attend our office sessions, training can be individually scheduled at your office for the regular training fee.

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