



**HIPAA COMPLIANCE & CONFIDENTIALITY
Operational Policy**

POLICY Federal legislation and Wisconsin “confidentiality” laws rigorously protect patient health information. Both federal and State regulations must be followed to ensure patient privacy protection.

All EMS Provider agencies that are considered covered entities under the federal Health Insurance Portability and Accountability Act of 1996 (45 C.F.R. parts 160 & 164) are required to become and maintain compliance with the HIPAA Privacy Rule, Security Rule and Electronic Data Exchange regulations. All Fire Departments in Milwaukee County and Milwaukee County EMS are considered covered entities.

As outlined by HIPAA guidelines, covered entity agencies will appoint a designated Privacy Officer and Security Officer to develop, distribute, and enforce policies and procedures for their staff on agency specific privacy and security practices and provide formal HIPAA training for all their staff.

Milwaukee County EMS endorses and expects all EMS Providers working under Milwaukee County Medical Direction to follow their Agency’s internal policies and procedures for privacy and security practices and receive HIPAA training. Any inadvertent, unintentional or negligent act which violates a patient privacy policy must be reported to their Agency’s Privacy Officer.

STEPS to ACHIEVING HIPAA COMPLIANCE

1. Appoint and Document a HIPAA Compliance Officer
2. Conduct a Risk Analysis
3. Develop/Implement HIPAA Policies and Procedures
4. Train & Appropriately Sanction Workforce
5. Identify Your Business Associates & Enter into Agreements
6. Grant Patients their HIPAA Rights and Distribute Your Notice of Privacy Practices
7. Implement Administrative, Physical and Technical Safeguards
8. Respond Appropriately to HIPAA Violations & Breaches
9. Have a Complaint-Resolution Process
10. Comply with HIPAA Recordkeeping Requirements

**General updating and review;
links updated.
content reaffirmed**

HIPAA Resources for Agencies

Free:

[Summary of the HIPAA Privacy Rule | HHS.gov](https://www.hhs.gov/hipaa/for-professionals/summary-of-the-hipaa-privacy-rule/) (U.S. Department of Health & Human Services)

<http://hipaacow.org> (Health Insurance Portability and Accountability Act Collaborative of Wisconsin)

Numerous Documents for Privacy, Security, Risk Toolkit

Privacy 101 Webinar

HIPAA Education ppt slides

Fee based:

www.pwwemslaw.com (The Ambulance Service Guide to HIPAA Compliance, Page, Wolfberg & Wirth law firm)

Complete guide to compliance

Forms and Numerous Policy & Procedure Templates

HIPAA Training DVD