

**LOUISIANA STATE UNIVERSITY
HEALTH CARE SERVICES DIVISION
BATON ROUGE, LA**

POLICY NUMBER: 7500-16

CATEGORY: HIPAA Policies

CONTENT: General Guidelines, HIPAA Policy and Procedure


EFFECTIVE DATE: April 14, 2003

REVIEW DATE: December 7, 2007

REVISED: December 7, 2007
January 26, 2009
July 8, 2010
May 8, 2014
February 12, 2015

REVIEWED: March 23, 2012
July 23, 2013
February 23, 2016

INQUIRIES TO: **LSU HCSD
Compliance Section
P.O. Box 91308
Baton Rouge, LA 70821
Telephone 225-354-7032**



Deputy Chief Executive Officer
LSU Health Care Services Division

3/10/2014
Date



Compliance and Privacy Officer
LSU Health Care Services Division

3/10/16
Date

**LOUISIANA STATE UNIVERSITY
HEALTH CARE SERVICES DIVISION**

Health Insurance Portability and Accountability Act (HIPAA)

I. STATEMENT OF POLICY

It shall be the policy of the Louisiana State University Health Care Services Division (LSU HCSD) to comply with any and all provisions outlined within The Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule, the HIPAA Security Rule, the HIPAA Breach Notification Rule, the HIPAA Omnibus Rule, and the Health Information Technology Economic and Clinical Health Act (HITECH), as it pertains to HIPAA, as well as any related, subsequent HIPAA legislation.

The goals and objectives of this legislation as outlined and intended are to streamline hospital inefficiencies, reduce paperwork, and make it easier to detect and prosecute fraud/abuse and enable workers of all professions to change jobs, even if they (or family members) had pre-existing medical conditions. This policy which promotes federal law passed and as referenced above shall promote more standardization and efficiency in the LSU HCSD.

The HIPAA legislation as outlined in this policy and subsequent policies within this section has four primary objectives:

1. *Assure health insurance portability by eliminating job-lock due to pre-existing medical conditions*
2. *Reduce healthcare fraud and abuse*
3. *Enforce standards for health information*
4. *Guarantee security and privacy of health information*

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) mandates the Louisiana State University Health Care Services Division (HCSD), its medical center and other business lines develop high-level information security and privacy standards and simplify billing procedures. These standards which have become regulations and subsequently formulated as HCSD policy have been published in this manual.

Policies and attached forms are in their final form and shall not be revised, reformatted, amended or deleted, except for insertion of appropriate information where indicated and requested. Any and all subsequent revisions, amendments, deletions or changes to the system, hospital policies shall only be approved and implemented by the CEO and the

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Deputy CEO for Administration of the Louisiana State University Health Care Services Division.

III. APPLICABILITY

This policy is applicable to all workforce members of the LSU Health Care Services Division facilities, including employees, physician/practitioner practices, vendors, agencies, business associates and affiliates.

IV. EFFECTIVE DATE

This policy and subsequent revisions shall become effective upon signature of the Chief Executive Officer of the LSU Health Care Services Division (HCSD).

V. RESPONSIBILITIES:

- A. The HCSD Chief Executive Officer and the Lallie Kemp Medical Center Hospital Administrator shall be responsible for ensuring implementation of and compliance with this policy and subsequent policies within this section throughout the HCSD and Lallie Kemp.
- B. Division Directors, Section Chiefs or other direct line Supervisors of any organizational work unit shall be responsible for administration and adherence to this policy and subsequent policies within this section for all employees under their supervision.
- C. The Hospital Compliance Liaison Officers shall be responsible for formation and update of policy; for facilitating implementation of policy, monitoring, reviewing and for advising directors' managers, supervisors and employees regarding the application of and adherence to this policy and subsequent policies within this section.

Note: Willful violations of this policy may subject applicable agency heads as defined above to disciplinary action administered by the agency head and separate civil and criminal actions administered by state and federal regulatory agencies.

Any person who is aggrieved by conduct that violates this policy MUST report the activity (ies), incident(s) to the HCSD Compliance Hotline or to the Compliance Liaison/Privacy Officer of the respective facility. LSU-HCSD will hear and resolve all complaints through an internal complaint and investigative process, in a timely, fair, impartial and effective manner.

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Confidentiality as to all parties will be respected to the greatest extent possible.

VI. Inquiry

Employees having questions concerning HIPAA or LSU HCSD's policy (ies) on HIPAA should contact their facility's Compliance Officer. Questions may also be directed by mail to the LSU HCSD Central Office at P.O. Box 91308, Baton Rouge, Louisiana 70821-1308 or by calling the HCSD compliance hotline.

Revision History:

February 12, 2015

- Pg. 1, Added all of the different HIPAA legislation titles, in addition to the HIPAA Privacy Act.
- Pg. 1, deleted the second and third paragraphs that outlined the intent of the HIPAA Privacy Rule.
- Pgs. 1 and 2, changed wording to reflect the changes in the structure of LSU HCSD.

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