

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

POLICY NUMBER: 7527-25

CATEGORY: HIPAA Policies

CONTENT: Mitigation After Improper PHI Use or Disclosure

APPLICABILITY: This policy is applicable to all workforce members of the Health Care Services Division Administration and Lallie Kemp Medical Center, to include employees, physician/practitioner practices, vendors, agencies, business associates and affiliates.

EFFECTIVE DATE:

Issued:	April 14, 2003
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INQUIRIES TO: Health Care Services Division
Compliance Section
Post Office Box 91308
Baton Rouge, LA 70821

Note: Approval signatures/titles are on the last page

LSU HEALTH CARE SERVICES DIVISION
Mitigation after Improper PHI Use or Disclosure

I. STATEMENT OF POLICY

LSU Health Care Services Division (HCSD) has a duty to ensure the proper use and/or disclosure of protected health information (PHI). To the extent practicable, HCSD will mitigate (lessen or alleviate) any harmful effect that becomes known to HCSD because of use or disclosure of PHI in violation of HCSD's policies and procedures or applicable law.

Any references herein to HCSD also applies and pertains to Lallie Kemp Medical Center.

II. IMPLEMENTATION

This policy and subsequent revisions to the policy shall become effective upon approval and signature of the HCSD Chief Executive Officer (CEO) or designee.

III. PROCEDURE

Thirty (30) Day Cure Period - HCSD has up to a thirty (30) day cure period due to willful neglect to resolve the issue that led to a breach. That thirty-day period begins on the date that HCSD first acquires actual or constructive knowledge of the violation. The duty to mitigate includes, but not limited to the following:

- A. Taking operational and procedural corrective measures to remedy violations.
- B. Taking employment actions, reprimand, or discipline employees as necessary, up to and including termination.
- C. Addressing problems with business associates, external affiliates, and other entities/persons outside of HCSD's workforce who have access to patient information once HCSD is aware of a breach of privacy.
- D. Incorporating mitigation solution into the HCSD facility's operational policies as appropriate.
- E. Addressing and investigating workforce violations of the HCSD facility.
- F. Re-training and education.

IV. ENFORCEMENT

Individuals who violate this policy will be subject to the disciplinary process for the HCSD facility.

V. EXCEPTION

The HCSD CEO or designee may waive suspend, change, or otherwise deviate from any provision of this policy deemed necessary to meet the needs of the agency as long as it does not violate the intent of this policy, state and/or federal laws, Civil Service Rules and Regulations, LSU Policies/Memoranda, or any other governing body regulations.

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Creator: Townsend, Kathy
HCSO Human Resources Director

Committee / Policy Team: Main Policy Team

Owner/SME: Simien, Tammy
Staff Attorney

Manager: Reeves, Rebecca
Compliance and Privacy Officer

Author(s): Wicker, Claire M.
PROJECT COORDINATOR
Reeves, Rebecca
Compliance and Privacy Officer
Simien, Tammy
Staff Attorney

Approver(s): Wilbright, Wayne
Chief Medical Informatics Officer
Reeves, Rebecca
Compliance and Privacy Officer
Simien, Tammy
Staff Attorney

Publisher: Wicker, Claire M.
PROJECT COORDINATOR


Digital Signatures:

Currently Signed

Approver:
Reeves, Rebecca
Compliance and Privacy Officer


04/15/2025

Approver:
Simien, Tammy
Staff Attorney


04/15/2025

Approver:

Approver:
Wilbright, Wayne

A handwritten signature in black ink, appearing to read "W. Wilbright", with a stylized flourish at the end.

04/16/2025