HIPAA Rules & Regulations and policies held by Wheels on the Bus, Inc.

We understand that as in-home providers we become very close to our families. We may be invited birthday parties, participate in family functions, etc…. It is easy to forget that though we feel like part of the family, our presence is as medical professionals.

HIPAA was put into law to protect all *"individually identifiable health information." “Individually identifiable health information*” is information, including demographic data, that relates to:

* the individual’s past, present or future physical or mental health or condition,
* the provision of health care to the individual, or
* the past, present, or future payment for the provision of health care to the individual

\*\*Please remember, we do not discuss details of a child’s treatment or condition with anyone other than the parent or responsible party. For example, we do not say: “This is (child’s name), I am his/her provider.” Or: “(child) has special needs.” Any information that would lead to the conclusion that the child has a diagnosis (even if it's obvious) or that they are receiving services is a violation of the HIPPA law. When discussing your job with others, you may not divulge any identifying information of the child, such as his/her cross roads, school, child's last names, or parent’s names. Examples of what you may say are: “I work with a child with cognitive delay. He’s 7 yrs old. My job is so rewarding.” Or: “I took my client to the park today. I really feel he/she is socializing so much better. He/she is doing so well!” We absolutely **do not** post pictures on Facebook of the child or post status updates regarding the child. In fact, use of your cell phone while working with a client should be limited to emergencies only.

Reports, time sheets, and any other email correspondence containing protected information must be sent **by secure email or fax only.** Example: You may send an email that says “John’s mother kept me 1 hr late today” but a secured email is required if stating “I worked with John Doe 1 extra hour today.”

HIPAA is a very serious matter. If you have any questions regarding this or any other policies & regulations, please do not hesitate to contact your supervisor.