

HIPAA GLOSSARY OF TERMS

TERM	DEFINITION
Access (to protected health info.)	The opportunity to approach, inspect, review, and make use of data or information. Refers to these actions by the consumer or by the health care provider (staff) who has appropriate authorization to take such actions.
Administration Simplification section of HIPAA	Portion of the HIPAA law that contains two key provisions; (1) standardization of the electronic exchange of financial and administrative information to improve the efficiency of care; and (2) stricter protections for the <i>privacy</i> and <i>security</i> of individually identifiable healthcare and behavioral healthcare information.
Authorization	We call this document the “Release of Information” form. Different from a “Consent”.
Confidential	Status accorded to data or information indicating that it is sensitive/confidential, and therefore it needs to be protected against theft, disclosure, improper use, or both, and must be disseminated only to authorized individuals or organizations with a <i>need to know</i> .
Consent	Document/form, which gives consent of a consumer to carry out <i>treatment, payment or healthcare operations</i> (TPO).
De-identified Health Information	Health information that is stripped of individual identifying elements. In this form, the remaining data/information would not be sufficient to identify the consumer. Information can be re-identified.
Entities Must comply with HIPAA	There are three categories of “Covered Entities” (Clearinghouse, Healthcare/Behavioral Healthcare Providers, and Health Plans). Providers conduct certain administrative and electronic transactions in order to be considered covered entities under HIPAA.
Disclosure	The release, transfer, access to, or sharing in any manner (oral, written or electronic) information outside the entity (agency) maintaining the information. Note that this is different from the term “Use”.

HIPAA (1996)	Health Insurance Portability Act 1996 – federal law to promote the <i>portability</i> of insurance coverage, which waives pre-existing conditions when an employee changes jobs, and <i>accountability</i> by providing funding for, and strengthening of enforcement and compliance with healthcare regulations.
Healthcare Operations	Includes general administrative and business functions necessary for a covered entity to remain a viable business, i.e., quality improvement functions, audits, and assessments.
Health Information	Any information, whether oral or recorded in any form or medium (1) that is created, or received by a covered entity that creates, receives, obtains, maintains, uses, or transmits health information; or (2) that relates to the past, present, or future physical or mental health condition of an individual, their participation in, or payment for such services; and (3) that identifies the individual.
Individual	In these definitions and throughout the Survey – <i>individual</i> is used to identify a person who is involved in our services. It is used interchangeably with the term consumer.
Protected Health Information (PHI)	All individually identifiable health information/data collected, maintained, or transferred by a covered entity. Examples include but are not limited to names, social security numbers, demographic data, and phone numbers, email addresses, date of birth, and other consumer identifying information.
Provider	An entity that provides healthcare or behavioral healthcare services.
Privacy Notice	A “Notice” is a document written in plain language for consumers explaining the use and disclosure of PHI by a provider, the consumer’s rights over their information, and the provider’s duties related to the protection of the individual’s protected health information (PHI).
Use	The sharing, utilization, examination, and analysis of PHI maintained <i>internally</i> within the provider.
Privacy Officer	Position/assignment required by law that is responsible for the development, implementation, and oversight of the privacy practices and policies of an organization, including the development of systems that will help keep the organization in compliance with the regulations.
Security Officer	Responsible for the development, implementation, and oversight of the security practices and policies of the organization.