

Model HIPAA Privacy Reminder to Reception and Other Staff

Why you need this memo:

Your medical office staff understands the imperative of safeguarding personal health information (PHI) and wouldn't let strangers roam about the facilities freely. But it's easy for them to lower their guard when a former employee comes back to the practice, e.g., to pick up a final paycheck or just make a social call.

How this memo helps you:

This memo will help you deliver the vitally important reminder to reception and other public-facing staff of your privacy policies.

How to use this memo:

Adapt this memo to your office's circumstances and distribute it whenever a staff member leaves the practice.

THIS POLICY AND HUNDREDS MORE AVAILABLE AT <http://medicalofficemgr.com>.

Medical Office Manager assumes no responsibility for the effectiveness or legality of any of its online templates or tools. **Always consult your legal counsel and management before implementing any new policies or procedures.**

Tool:

Model HIPAA Privacy Reminder to Reception and Other Staff

From time to time, former employees may visit ABC Medical Practice facilities to pick up personal belongings or visit staff members for professional or social purposes. While ABC Medical Practice is generally welcoming of visits from old friends and colleagues, staff are reminded that once individuals leave employment with us, they are no longer entitled to access protected health information (PHI).

As difficult as it may feel personally, ABC Medical Practice staff members, particularly receptionists and others that face the public, are reminded that for **purposes of HIPAA and privacy compliance, ex-employees are and must be treated like any other visitors to ABC Medical Practice facilities.**

In accordance with this Policy, ex-employees must not be permitted to enter any area of the facility where PHI is stored, used, or accessible unless the required precautions required for data security under the ABC Medical Practice Visitors' Policy are fully implemented.

If an ex-employee refuses to cooperate, please notify your supervisor or ABC Medical Practice security immediately. Failure to adhere to this policy that result in compromising data security and making ABC Medical Practice PHI accessible to ex-employees will result in discipline up to and including termination, regardless of whether the ex-employee commits or attempts to commit any actual breaches.

THIS POLICY AND HUNDREDS MORE AVAILABLE AT <http://medicalofficemgr.com>.