



HIPAA Expectations for RadVision Users

- ◆ All physicians and office staff must have **their own** username and password.
- ◆ Usernames and passwords may not be **shared**.
- ◆ Usernames and passwords should not be **posted** in a place that is visible to others. If you need to write down your log-in information, please make sure it is in a **safe place** that only you have access to.
- ◆ **Log out** of RadVision before you go to lunch or leave for the day.
- ◆ Use a **locking** screensaver or **lock-out** of your computer when stepping away from RadVision.
- ◆ **“Snooping”** in patient records is prohibited. The term “snooping” in relation to HIPAA, refers to accessing a patient’s account for reasons outside of patient care or treatment. To access patient records in RadVision you must be an employee of the practice that is providing patient care, either as a primary or consulting provider. This sort of activity has serious consequences.
- ◆ Accessing Radiology Ltd. records for the following reasons is prohibited:
 1. To check **your own** exam history.
 2. To view or print **your own** results on an exam you had done at Radiology Ltd. If you need a copy of your report, please call Radiology Ltd. Medical Records at 545-1822.
 3. To provide exam history or reports to **anyone** (including your spouse, children, friends, neighbors, etc.) that is not being treated by your practice.

If you receive requests from family, friends, or associates for their exam history or reports, please direct them to Radiology Ltd. Medical Records at 545-1822.

- ◆ When accessing patient records for continuing care please limit that access to the **“minimum necessary”**. For example, if you are an orthopedic practice treating a patient with a broken leg, it would only be necessary to review reports or images that are directly related to the injury or the cause of the injury. Viewing a chest x-ray or mammogram under these circumstances should only be done if they are clinically relevant.
- ◆ Please **notify Radiology Ltd.** when an employee with RadVision access leaves your practice - this will enable us to deactivate their account and disassociate them from your practice.

HIPAA requires Radiology Ltd. to audit RadVision users and review usage on a regular basis. You may receive an inquiry from our HIPAA Auditing Team. Your cooperation and understanding in this regard is greatly appreciated.

If you have any questions or concerns regarding HIPAA and RadVision usage, please call the **RadVision Hotline** at (520)901-6747 or the **HIPAA Hotline** at (520)545-1969.