



# VCS ImageStore HIPAA Compliance

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## *What is HIPAA?*

### **Health Insurance Portability and Accountability Act**

The federal government issued the Health Insurance Portability and Accountability Act (HIPAA), Public Law 104-191, in 1996 to improve the security and efficiency of the healthcare system. HIPAA sets standards for the electronic exchange of health care data, regulates the security and privacy of personally identifiable healthcare information and requires providers to use national identification systems for health care patients, providers, payers and employers. HIPAA rules were designed to encourage adoption of secure Enterprise Content Management (ECM) practices in the healthcare industry.

## *Why is HIPAA needed?*

HIPAA improves medical records efficiency and security of Protected Health Information (PHI).

## *Who needs to be HIPAA compliant?*

Healthcare providers, insurance companies and anyone who handles medical information must comply with HIPAA regulations. This includes employers and everyone who collects or has access to Protected Health Information (PHI).

## *Why should you be HIPAA compliant as a healthcare provider?*

Healthcare providers must adopt national standards for electronic healthcare transactions. The Security Rule outlines administrative, physical and technical safeguards for electronic Protected Health Information (PHI).

Although the most burdening deadlines passed in 2003 and 2005, recent reports state many companies are still struggling with compliance. Noncompliance can result in civil penalties of up to \$25,000 per violation and criminal penalties of up to \$250,000 and 10 years in prison.

## *How is VCS ImageStore HIPAA compliant?*

VCS ImageStore's capabilities assist healthcare providers in building and maintaining HIPAA-compliant practices, while saving money and time.

### **Data Security for Patient Privacy and Confidentiality**

Healthcare providers must ensure the confidentiality, integrity and availability of all electronic PHI created, received, maintained or transmitted. ECM systems must be protected from intrusion, and companies must create procedures for clearly identifying those who need access to protected information.

### **Compliant Disclosure Processes**

HIPAA regulations require healthcare providers to track and document all disclosures of PHI to any internal or external party.

### **System Activity Monitoring and Disaster Recovery**

HIPAA requires companies to identify data backup methods and review operations routinely to identify potential security violations.

Healthcare providers must ensure information has not been changed or erased in an unauthorized manner.

## *VCS ImageStore provides the tools to address these compliance concerns.*

- Every participant has their own signon and password which remains confidential to the person.
- A participant is assigned to specific projects and granted authority to activities within the project such as scanning, uploading, indexing, viewing, editing, emailing, and printing.
- Each participant can be scheduled times of days and days of the week for accessing the system.
- The online site runs under https: protocol.
- The system records all document activity including scanning, viewing, editing, printing, emailing.
- All imaged files are saved with AES256 encryption.
- All uploaded imaged files are backed up every two hours to a secure data center with server side encryption.
- All emailing is done with links to the original documents. Links are only kept 30 days.