

Operations, Information Technology, and Facilities

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Quarterly Report
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HIPAA Security Risk Analysis

- Conduct an accurate and thorough assessment of the potential risks and vulnerabilities to the confidentiality, integrity, and availability of electronic protected health information held by the [organization].
- The frequency of performance will vary among covered entities. Some covered entities may perform these processes annually or as needed (e.g., bi-annual or every 3 years) depending on circumstances of their environment.

Electronic Personal Health Information or ePHI

Data in Transmission and Storage



Security Standards

- **Administrative safeguards:** In general, these are the administrative functions that should be implemented to meet the security standards. These include assignment or delegation of security responsibility to an individual and security training requirements.
 - All policies and procedures have been reviewed and updated.
 - We need to develop a communication plan and disclosure plan for times we release information that is not part of our regular treatment, payment, and operations. Currently, we don't have this situation.

Physical safeguards: In general, these are the mechanisms required to protect electronic systems, equipment and the data they hold, from threats, environmental hazards and unauthorized intrusion. They include restricting access to EPHI and retaining off site computer backups.



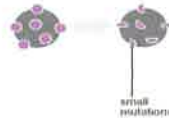
Technical safeguards: In general, these are primarily the automated processes used to protect data and control access to data. They include using authentication controls to verify that the person signing onto a computer is authorized to access that EPHI, or encrypting and decrypting data as it is being stored and/or transmitted.



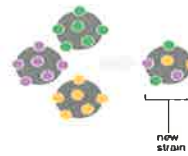
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Mutation
Antigenic drift



Antigenic shift



Sites with ePHI

- TCC
- Both Pharmacies
- Admin

Summary

- We are working to setup email alerts of login failures for active directory... not required.
- We are working to automate password changes through active directory... implementing this month.
- Pharmacy software will not allow us to lock down user rights through the AD like we can for other users. We have other means of securing the system.
- EHR, PM, and pharmacy databases are not encrypted... not required. When the information is in transit and backed up, information is encrypted. Will address with new vendors.
- Working on additional policies and procedures.
- Working to get all Server 2003 off network and update firewalls.

Facilities

- Finalizing plans and getting updated cost for new HomeTown building.
- Getting bids to update flooring and paint in Calhoun Falls.
- Working on a plan to update furniture at the sites.



Operations

- Family Medicine
 - Simplified schedule
 - Huddles
 - Robust phone calls
 - McCormick is first on the list

Care Coordination Team

- Formed multidisciplinary committee to address gaps in care through Care Coordination.
- Determining how to integrate care coordination throughout the organization by using PSRs, clinical support staff, and others.

AIMS Grant

- Formed a multidisciplinary team to implement a program to address opioid use and other substance abuse issues.
- We plan to have a multidisciplinary team to address complicated care issues for this population.

Pediatrics

- New patients
 - TCC - 507 new born & 507 transferred in – Total 1,014
 - HomeTown – 196 new born & 224 transferred in – Total 420
- Transfer out
 - TCC – 285 (with 36 >18, 90 local, 159 out of county)
 - HomeTown – 74 (with 0 >18, 8 local, 66 out of county)