

Staff Education Policy

CURRENT AS OF 07/04

SUBJECT: Protection of Patient Information During Computer Instruction

SEE ALSO: Hospital Policy 09-02

Information:

An essential right of each patient treated by the University of Kentucky Hospital is to have all patient information held strictly confidential. Only those employees with a legitimate right to know are to have access to patient information.

One function of Staff Education Services of the University of Kentucky Hospital is to train individuals on the correct use of computer systems used by the hospital to conduct patient care and other business

Staff Education Services has developed training protocols that allow the instructors to teach correct use of these systems while protecting the confidentiality of patient information.

Policy:

All employees participating in a training session on computer systems that hold patient information must sign a confidential agreement. (See Hospital Policy 09-29)

When training employees, training computer systems will be used when showing examples of patient information, schedules, lab and test results and any other information that is considered patient confidential information. The only exception to this will be when a training system is not available. Then a production system will be used.

If a production system is used for training, trainers will only access information of those patients who have given written permission for their information to be viewed for training purposes.

Guidelines:

At the beginning of any class where the student will be given an ID or password to access patient information, the instructor will have all participants sign the hospital's confidentiality agreement. These agreements are sent to the Security Officer of Medical Center Information Services where they are kept on file.

Students are reminded of this confidentiality agreement through several methods

A statement on the log-in screen reminds all who have access to the hospital systems of their signed confidentiality agreement

A similar statement appears in all written and on-line manuals dealing with the hospital

systems. It also reminds employees to properly destroy all patient confidential information that is no longer needed

Signs are posted in all classrooms reminding employees to respect patient confidentiality in all conversation.

Instructors use training systems for all training involving patient information. Only if a training system is not available, will the instructor use the production system for training.

A list of all patients who have given written permission to use their information for training purposes is kept by the instructors, and only these records are accessed if the Production system must be used. This permission must be renewed every six months.

When providing students with examples, instructors never use real patient names or patient case information so specific that the patient could be identified without the written permission of the patient.

Approved by Training Council
Authorized by Carol Dickey, Director of Staff Education