HIPAAVIDEO
SECURE TELEHEALTH™

HIPAA Violations: 10 Common Mistakes to Avoid

1. **Loss of devices or use of unprotected devices**
   Stay vigilant about where your telehealth devices are; always properly close or shut them down before leaving them unattended.

2. **Failure to use encryption to protect ePHI**
   Take security measures to ensure that electronic patient information is safeguarded properly.

3. **Unauthorized disclosure of PHI and ePHI**
   Don't ever disclose patient information, both physical and electronic forms, without proper authorization.

4. **Unauthorized verbal circulation of patient information**
   Physicians should ensure that they are in a place where others can't easily listen in on appointments by accident.

5. **Lack of employee training**
   Ensure that your employees are trained and knowledgable in HIPAA rules and regulations to easily avoid violations in the future.

6. **Circulation of the wrong patient information**
   Always double-check that you are sending the correct patient information and records to the correct patient.

7. **Lack of a HIPAA-compliant Business Associate Agreement (BAA)**
   Failure to enter into a BAA is an immediate HIPAA violation and one of the most common. If any vendor or third party is given access to sensitive PHI and ePHI, a signed BAA must exist between the physician's office and the third party.

8. **Failure to prevent hacking and data breaches**
   To avoid hacking and data breaches, make sure that the video conferencing system your office or business is using is HIPAA compliant, has proper encryption, and antivirus software.

9. **Incorrect disposal of patient records**
   Following HIPAA regulations, records should be properly physically shredded or electronically wiped from the hard drive.

10. **Exceeding the 60-Day deadline for issuing breach notifications**
    In the case of a data and systems breach, physicians & healthcare producers must properly notify the Department of Health and Human Services' Office for Civil Rights (OCR) within 60 days.