

A Simple Answer to Patient Confidentiality

As required by the Health Insurance Portability and Accountability Act (HIPAA) law, healthcare professionals are expected to develop policies and procedures that will limit access to personal health information without sacrificing the quality of healthcare.

Patient Sign-in Label Form

- ▶ Each patient prints his/her name, appointment/arrival time and "Name of Healthcare Professional" on a numbered line. If using the optional numbered label, patient takes the number. The office staff removes the signed name label and either adds to the patient file or to a workflow tracking system. Once the label has been removed, the information is protected behind part one, available only for office use.
- ▶ The front desk attendant calls each patient by number or name.
- ▶ Each package contains 125 forms, numbered 1 through 25, or enough forms to see 3,125 patients.
- ▶ Blue, Green, Burgundy.

Three-part Patient Sign-in System

- ▶ Each patient prints his/her name, arrival time and "Name of Healthcare Professional" on a numbered slip, then removes it. Once the patient removes the slip, the information is protected behind the carbonless paper available only for office use.
- ▶ The front desk attendant reads the log and calls each patient by number or name.
- ▶ Each kit contains 40 sets, numbered 1 through 25, or enough slips to see 1,000 patients.

Patient Sign-in Label Form

Three-part Patient Sign-in System