

# TEXAS HB 300 OFFICE EMPLOYEE WORKSHEET / CERTIFICATE UPDATE 2024 & 2025

## EMPLOYEE TRAINING OPERATIONS, MAINTENANCE & PROTECTION for

### ELECTRONIC PROTECTED HEALTH INFORMATION (ePHI) & ELECTRONIC HEALTH RECORDS (EHR)

HIPAA ePHI is protected as follows at this location:(check the appropriate boxes below)

1. Electronically printed PHI (patient routing slips, daily schedules, credit card & payment receipts, insurance claims) will be protected by:
  We Use a SHREDDER     NOT APPLICABLE  
 We have a SHREDDING SERVICE
2. Electronic Insurance Claims will be protected by:  ROUTER & FIREWALL with ENCRYPTION     NOT APPLICABLE
3. Credit Card Transmitting of PHI:  ROUTER & FIREWALL with ENCRYPTION     NOT APPLICABLE
4. E-mail Transmitting of digital radiographs & PHI:
  We have Email Encryption Software in place: Name of Software: \_\_\_\_\_  
 Pre-Encryption Service in place     NOT APPLICABLE
5. E-Tronic Confirmations patients (text or email):
  We use an eTronic Confirmation Service that has ROUTER & FIREWALL with ENCRYPTION  
 We call to confirm appointments and do not use the patients full name when confirming
6. Computer Terminals from which we enter PHI:
  Terminals have Unique Passwords (protected)  
 We can initiate HIPAA Privacy Mode in our Software to obscure the Pt. "last name" when patients are present  
 Microsoft Compliant updated to WINDOWS Version: \_\_\_\_\_ on all computers     We do not use Microsoft.
7. Telephone Answering System is managed by:
  We have a Live-Answering Service with a signed HIPAA Business Associates Agreement for confidentiality  
 Employees Take Forwarded Calls After Hours; Our employees have HIPAA training & signed Confidentiality Agreement  
 We have a Phone Company or Voice-Over IP Service (VoIP)     We use an Answering Machine
8. Individuals cell phones for business conversations and/or texting:
  When texting we do not use patients full name  
 We have an Encrypted Texting Software on all cell phones
9. Faxed Documents:
  We use an iFax-Encrypted Fax Service with a signed HIPAA Business Associates Agreement for confidentiality  
 We do not "Fax out" & our Fax machine is under Management Supervision

#### HIPAA MAINTENANCE & PROTECTION of ELECTRONIC PHI for specific JOB TITLE at this location:

Job Title: \_\_\_\_\_ Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I have been trained for my job-specific Texas HB 300 HIPAA PHI & ePHI requirements. IN THE COURSE OF MY JOB, I UNDERSTAND MY RESPONSIBILITIES FOR PROPERLY EXECUTING, MAINTAINING AND PROTECTING THE FOLLOWING: (check the appropriate boxes below that pertain to your job):

MY JOB TITLE	I use Computer Terminal for Electronic Patient Chart/ Treatment Entry	I use the Office Telephone re: Patient info	I use a Credit Card Payment Terminal	I use my Cell Phone for Texts, Emails & Calls w/ Patient info	I transmit Electronic Faxes w/Patient info	I use Office Email Account w/Patient info	I deploy Text Confirmations w/Patient info	I discard Paper w/ Patient PHI via Shredder	I submit Electronic Insurance Claims via email or fax	I update Office Internet & Software
Doctor										
Dentist										
Pharmacist										
Chiropractor										
Dental Hygienist										
Dental Assistant										
Nurse										
Physical therapist										
Massage Therapist										
Physicians Assistant										
Office Manager										
Receptionist										

**New Employees:** Complete this employee document within 60 days of hire. Existing Employees: should update document once every (2) years. Completion of this form fulfills our obligation for our Technology Use Agreement and how we handle our ELECTRONIC HEALTH RECORDS (EHR) & PROTECTED HEALTH INFORMATION (PHI) withinr this office, Please see our HI TECH PACKET for more information HIPAA OMNIBUS RULE CHANGES NEED TO BE TRAINED ON WITH YOUR TEAM IN A SEPARATE MODULE REFERENCES: [http://www.nixonpeabody.com/publications\\_detail3.asp?ID=3915](http://www.nixonpeabody.com/publications_detail3.asp?ID=3915) www.HIPAA.org