

Pacific Medical's HIPAA Policy

Health Insurance Portability and Accountability Act (HIPAA)

How does Pacific Medical protect personal data? Pacific Medical follows the Health Insurance Portability and Accountability Act (HIPAA) which is the United States legislation providing data privacy and secures provisions of medical information. Pacific Medical has adopted this HIPAA Policy in order to meet the requirements for compliance.

The Pacific Medical team strictly follows specific guidelines and procedures in order to meet proper requirements. We follow procedures to ensure the confidentiality and security of protected health information (PHI) of all forms such as paper, oral, electronic, etc. The following information below outlines Pacific Medical's procedures once any medical information is **identified, transferred, received, handled and/or shared**.

If patient data is **identified** this would be upon the evaluation inspection of the equipment. Our in-house engineers are trained to 'remove' the customer data and advise the corresponding Account Representative, so the customer is advised of the finding. If equipment should arrive containing medical information from a customer, the information is 'removed' by in-house engineering and the customer is notified through a formal letter. The formal letter is sent to the customer by top management. This is to ensure the equipment is cleared of any patient data/medical information before initiating any repairs. If any physical documentation has been received, the corresponding Account Representative is notified and customer will be notified and documentation will be mailed by the Quality Manager back to the requestors. Any medical information is not **transferred** or **shared** under any circumstances. All Pacific Medical employees are obligated to sign Confidentiality Agreements upon employment which outlines general HIPAA requirements and expectations.

All managers and supervisors are responsible for enforcing this policy. Employees who violate this policy are subject to discipline up to and including termination in accordance with Pacific Medical's policy.

This document will also serve as meeting the necessary requirements for the General Data Protection regulation (GDPR) and Personal Information Protection and Electronic Documentation Act (PIPEDA).

Please feel free to contact Pacific Medical with any questions or concerns regarding this topic.



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