

WHAT'S HAPPENING

A newsletter for the Maine Medical Center family

New Online Process for Privacy and Security Training

MMC now has an online process for completion of our required annual sign-off on the Confidentiality Agreement and Privacy and Security Training. MMC aims to provide excellent care to our patients. This care includes making sure we take the right steps with their health information.

Current Federal Health Insurance Portability and Accountability Act (HIPAA) regulations require individuals to receive training and

agree to keep patient information confidential if they have access to any location or system where patient information may be present. The regulations further require that these steps must be re-enforced periodically and proof of compliance must be documented and retained.

Barb Armstrong, Director of Privacy and Security, Information Services says, "Patient care is important for each of us, this includes

caring for their information. The training and agreement provide us reminders for protection of the information and systems we work with every day."

All employees, contracted personnel, volunteers, and others under the direction of an MMC or MMP department are required to complete this process by November 30 or risk losing their access to MMC systems in January 2014. Providers who are privileged

through the MMC Staffing office will receive a separate communication from that office with their own deadline.

The link to the Confidentiality Agreement and Privacy Training can be found on the MMC Intranet and in an email from Jeff Sanders, MMC Vice President and COO. There are two steps to complete the process:

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Nursing Surprises First DAISY Award Winner

The ASU's Jaclyn Gilbert, R.N. (left), receives MMC's first ever DAISY Award from Clinical Nurse Leader Bobbi Shirley, M.S., R.N (right).

The DAISY Award honors one nurse each month for extraordinary and compassionate care.

You can nominate a nurse using paper forms found on units or send an email to daisy@mmc.org.



Outpatient Registration employees display their aspirations for Greater Portland as part of the 2013 MMC/MMP United Way campaign. Fulfill your aspirations by giving to United Way through the ePledge link found on the MMC Intranet.

COMING UP AT MMC

MMC Yoga Fridays
4 - 5 p.m. Every Friday
East Tower Classroom 2
\$10/Class
FMI: stoddc@mmc.org

Transdisciplinary Approaches to Caring for Drug-Affected Mother/Baby Dyads
Tuesday, October 29
7:30 a.m. - 4:30 p.m.
MaineHealth,
110 Free Street

MMCRI Open House
Tuesday, October 29
2 - 6 p.m.
81 Research Drive,
Scarborough

Concussions and the Young Athlete: What Parents Need to Know
Tuesday, October 29
6 - 8 p.m.
Dana Auditorium
Free

For details on all upcoming events, check out the Calendar on the MMC Intranet.

“Privacy and Security Training” from front

- Review and e-sign the MMC Confidentiality Agreement. This step replaces the paper process you may have completed in the past.
- Review the Privacy and Security Training materials and pass a short quiz based on those materials. A score of 100 percent is needed to fulfill this requirement. Employees may try again on answers

they got wrong.

Completing both requirements should take about 10 - 20 minutes.

Managers are responsible for tracking the completion status of their employees and for helping employees complete the process. Managers can access the completion status of their employees, and employees can check their own status at helpdesk.mmc.org/confcheck.

After November 30, employees who have not completed both steps will be notified and reminded that they will lose systems access if they fail to complete the process. Employees who lose system access will have to complete both steps of the Privacy and Security Training before access will be reinstated.

For more information on the Confidentiality Agreement and Privacy and Security Training, contact Barb Armstrong, 662-3864.



Maine Medical Center
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