

## **Telemedicine Security Policy**

### **1. Introduction**

- a. Clark County has adopted this Telemedicine Security Policy to comply with the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”), the Department of Health and Human Services (“DHHS”) security and privacy regulations, the Joint Commission on Accreditation of Healthcare Organizations (“JCAHO”) accreditation standards, as well as our duty to protect the confidentiality and integrity of confidential medical information as required by law, professional ethics, and accreditation requirements.
- b. All personnel of Clark County must comply with this policy. Familiarity with the policy and demonstrated competence in the requirements of the policy are an important part of every employee’s responsibilities.

### **2. Policy**

- a. Clark County will practice telemedicine in appropriate cases only in accordance with the law, medical ethics, and accreditation requirements. All personnel involved in telemedicine must take the following actions:
  - i. Safeguard the privacy and confidentiality of patients involved in telemedicine.
  - ii. Ensure that one patient does not appear in the background or otherwise when another patient’s telemedicine is occurring.
  - iii. Ensure that each patient’s data is removed from the screen when the telemedicine involving that patient is completed.
  - iv. Safeguard videotapes or other media involved in the telemedicine process.
  - v. Report any violations of this Telemedicine Security Policy in accordance with Clark County’s Report Procedure.
- b. Clark County will review and perform the following tasks when necessary:
  - i. Ensure that the internal policy detail the requirements for the practice of telemedicine, including guidelines for routine and emergency use of telemedicine.
  - ii. Ensure that the Privacy Officer reviews telemedicine agreements for legal sufficiency and to ensure that the particular telemedicine arrangement does not constitute the unauthorized practice of medicine.
  - iii. Ensure that the attending physician obtains written informed consent to practice telemedicine. The consent must give the patient all information that will enable the patient to evaluate knowledgeably the options available and the risks inherent in the practice of telemedicine.
  - iv. Ensure that authority to practice telemedicine is appropriately granted in the physician credentialing process.
  - v. Ensure that uses and disclosures in telemedicine are properly reflected in Clark County’s Statement of Information Practices.
  - vi. Ensure that informed consent to practice telemedicine forms are made part of the medical record.

- vii. Work with Information Technology to ensure that telemedicine communications are secure and protected from breaches of confidentiality.
- viii. Develop controls to ensure accuracy of input in accordance with Clark County's policy regarding processing records.
- ix. Incorporate telemedicine in the Clark County Release of Information Policy to ensure that only authorized disclosures are made.
- x. Properly maintain all media, such as videotapes, in accordance with Clark County's Retention Policy.
- xi. Properly dispose of telemedicine data in accordance with Clark County's Retention and Destruction Policies.
- xii. Maintain required telemedicine confidentiality documents, such as consents, for not less than six years.