

1. Protecting patient privacy is an essential part of Kettering Health's mission. Patient privacy begins with you. You are the first line of defense in patient privacy.
2. Corporate Integrity educates staff regarding HIPAA and KH's privacy policies. We will also provide education about the technology we use to monitor our staff's access of systems that contain patient health information.
3. Please review and ensure you are familiar with the following Kettering Health policies:
  - IP-KH Access to Information Systems
  - IP- KH Disclosures of Protected Health Information to Individuals Involved in Patient's Care
  - IP-KH Employee Access to Personal Health Information
  - IP-KH Use and Disclosure of PHI for Treatment, Payment, and Healthcare Operations
  - IP-KH Using, Requesting, and Disclosing Minimum Necessary Information
  - IP-KH Workstation Use and Security

Below are some highlights from the above Kettering Health policies:

- All Kettering Health's systems and corresponding data residing on these systems are the property of Kettering Health.
  - Kettering Health **monitors** activity in these systems.
  - Patient health information should be accessed for legitimate business purposes only.
  - If you leave your workstation unattended, either **lock** it or **sign off**.
  - Protect your password. Never share your User ID and password with ANYONE (including co-workers). You are responsible for any activity in Kettering Health's systems using your User ID and password.
4. Kettering Health utilizes a tool to monitor user activity in health information systems called **Patient Privacy Intelligence (PPI) (formerly FairWarning) ®**. This tool monitors patient health information accessed in Kettering Health's health information systems. Patient Privacy Intelligence® automatically alerts Corporate Integrity about suspected incidents of inappropriate access of patient information. Suspected incidents of inappropriate access will be investigated and appropriately addressed.

**Please remember you should only access patient information when you have a legitimate business reason to do so as part of your job responsibilities.**