The Privacy Office at Vanderbilt University Medical Center (VUMC) supports executive committee functions for the development and deployment of policies, procedures, and processes to safeguard patient privacy and the privacy and security of patient information. The Privacy Office provides training and consultative services related to VUMC policies, as well as State and Federal laws and regulations, associated with information privacy and security, HIPAA, and the HITECH Act Privacy Regulations.

WHAT WE DO!!!

**Information Privacy and Security Executive Committee:** Purpose: To foster an environment in which work processes, policies and structures, and professional practices demonstrate the balance of patient care, teaching and research needs with the constraints necessary to safeguard business and health information integrity, confidentiality, and availability.

**Office of Civil Rights Breach Reporting:** Vanderbilt University Medical Center provides appropriate notification(s) in the event of any unauthorized acquisition, access, use or disclosure of individually identifiable patient or other personal information consistent with health and Human Services’ Office of Civil Rights rules and regulations.

**My Health at Vanderbilt (MHAV):** The MHAV User Support Staff now report up through the Privacy Office.

**Privacy Office Policies:** Privacy Office is responsible for HIPAA privacy policies. (See Information Management policies)

**ID Theft Team:** VUMC manages the activities of the red flags reviews through its ID Alert Review Team. The team responds to suspected and actual incidents of identity theft.

**Privacy and Information Security Training:** The Privacy Office is responsible for revising and updating annual and orientation HIPAA training for all faculty and staff.

**Business Associate Agreements (BAA):** The Privacy Office is responsible for maintaining a database for all VUMC Business Associate Agreements.

**Vanderbilt Affiliated Covered Entity (VACE):** The Privacy Office conducts annual surveys for all Vanderbilt Affiliated Covered Entities to gain a better understanding of how the VACE are complying with the Health Insurance Portability and Accountability Act (HIPAA).

**Privacy Office Investigations:** The Privacy Office is responsible for reviewing EVE Report (employees reviewing employees) electronic medical records audits, employees sharing computer log in and passwords and other unauthorized systems use. The reason for the pop-up screen is to inform Vanderbilt employees they are getting ready to access another Vanderbilt employee, student or VIP’s medical record. This was developed with assistance from the Privacy Office staff.

**Notices of Privacy Practices (NPP):** The Privacy Office is responsible for maintaining the NPP document that is provided to Vanderbilt patients. This notice describes how medical information about you may be used and disclosed and how you can get access to this information.

**Patient Satisfaction Survey Results:** The Privacy Office reviews and responds to Patient Satisfaction privacy concerns.

The Privacy Office is part of the Center for Health Information Management (CHIMS)
4560 Trousdale Drive • Nashville, TN 37204
Visit the Privacy Office Website: Information Privacy and Security

For more information go to: www.mc.vanderbilt.edu/privacy or e-mail the Privacy Office at privacy.office@vanderbilt.edu