

Glossary of Terms:

These glossary of terms are used in the Privacy, Confidentiality, and Information Security Agreement.

Term	Definition
Access	To use, change, or view information.
Authorized duties or activities	Duties or activities that are established by those with appropriate authority related to the role or function of the workforce member, like a supervisor, manager or director.
CONFIDENTIAL Information	CONFIDENTIAL Information is information that is very sensitive in nature, and requires careful controls and protection. Unauthorized disclosure of this information could seriously and adversely impact _____ or interests of patients, other individuals, and organizations associated with _____. Examples include: personally identifiable information, protected health information, workforce records, student records, social security numbers, legally protected records, research data, passwords, and intellectual property.
Confidentiality	Expectation that information will be protected from unauthorized use or disclosure.
Disclose	Release, transfer, provision of access to, or divulging information in any other manner outside the entity.
Individually identifiable patient information	Individually identifiable health information is information that is a subset of patient information, including demographic information collected from an individual, and: <ul style="list-style-type: none"> • That identifies the individual; or • With respect to which there is a reasonable basis to believe the information can be used to identify the individual, and <ol style="list-style-type: none"> 1) Is created or received by a health care provider, health plan, employer, or health care clearinghouse; and 2) Relates to the past, present, or future physical or mental health or condition of an individual; the provision of health care to an individual; or the past, present, or future payment for the provision of health care to an individual.
Minimum amount of information necessary	Minimum Necessary Standard: When using or disclosing Protected Health Information, the organization must make reasonable efforts to limit PHI to the minimum necessary to accomplish the intended purpose of the use, disclosure or request. The minimum necessary standard does not apply to: <ul style="list-style-type: none"> • Disclosures to or requested by a health care provider for treatment purposes. • To the patient or pursuant to an authorization. • Uses and/or disclosures required by law. • Uses or disclosures that are required for compliance with the HIPAA Privacy Regulations.
Orally disclosed	Spoken words either in person or over any communication device.
Protected Health Information (PHI)	Protected health information is a subset of individually identifiable health information maintained in permanent health records and/or other clinical documentation in either paper-based or electronic format.
Privacy Official	Each entity within _____ has designated a Privacy Official who assists the Privacy Officer in developing and implementing policies and procedures. The entity Privacy Official may identify or appoint designee(s) to assist the performance of these functions.
Proprietary information	The organization possesses exclusive rights over the information within its systems. This includes business plans, intellectual property, financial information or other sensitive materials and information in printed, electronic or verbal form that may affect employee rights or organization's operations.
RESTRICTED Information	RESTRICTED Information is information that is business data, which is intended strictly for use by designated employees and agents. This classification applies to information less sensitive than CONFIDENTIAL information. Dissemination of this information shall only be made to work force with an established need-to-know.
Safeguard	Protect or cover from exposure, using precautionary measures.
Workforce	Faculty, employees, trainees, volunteers, and other persons who perform work for the organization, and whose work conduct is under _____ direct control regardless of whether or not the workforce member is by _____