

Purpose of Health Insurance Portability & Accountability Act (HIPAA) – security and privacy of personal health information.

How to keep patient related information confidential:

- Always secure PRI.
- Interpreter shall not collect, save, or retain any patient related information (PRI) which is included or otherwise protected under the HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 (HIPAA). After the interpretation service has been performed, the Interpreter/Translator shall return or destroy any and all paperwork, notes or other material generated, obtained or used in the interpretation to Language Bridge, LLC.
- Do not share PRI with someone who does not need to know.
- Recording calls or interpretation sessions is strictly prohibited.
- Store all sensitive information in locked drawers.
- Make sure all your electronic devices are locked and password protected.
- Do not share your passwords with anyone.
- Do not share PRI information with anyone.
- NEVER email or text PRI. If you have to submit us PRI use encrypted/secure email.
- Refrain from discussing sensitive topics when you are out in public.
- Always report any suspicious activity or potential breaches.