



Quick Notes Inc. HIPAA STATEMENT

TO: Quick Notes Client

FROM: Quick Notes Inc.

HIPAA Statement

Quick Notes Inc. has worked, and continues to work, with industry groups to ensure that its company, employees, products and services meet or exceed industry standards with respect to the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"). Quick Notes products and services are specifically designed to include features that help customers comply with HIPAA.

Software Products

Quick Notes products, including but not limited to, QNotes Office EMR, PDQ and QPad Touchscreen, QuiX Barcoding, QDS Charge Capture and other portable dictation systems, incorporate the standards required by the HIPAA standards for use in documentation, charting and EMR software systems. All Protected Health Information (PHI) is safe and secure, and encrypted where necessary. Appropriate Passwording and Screen Time-Outs are incorporated to further safeguard against data exposure. Additional software upgrades and downloads are available and encouraged to further protect PHI and thus maintain full HIPAA compliancy. Within Quick Notes products, users are assigned access rights, which may include the ability to edit and add data or may limit access to data. When a user adds or modifies data within the database, a record is made of what data was changed, the user and the time at which the data was changed establishing an audit trail that can be examined by a system administrator.

Customer Support

Quick Notes product support staff will work with customers to help implement Quick Notes products in a HIPAA compliant environment. All remote access to customer patient information by Quick Notes product support staff will be made using a fully encrypted protocol.

Clients

It is assumed that all Quick Notes clients will use due diligence to meet and comply with all HIPAA rules and requirements. Although Quick Notes will help clients meet these requirements, it is solely the clients responsibility.

Business Associate

HIPAA requires health care providers to enter into "business associate" contracts with certain businesses to which they disclose patient health information. These business associate contracts generally require the recipients of such information to use appropriate safeguards to protect the patient health information they receive. To perform certain service and support functions, Quick Notes personnel may need access to patient Protected Health Information maintained by its customers. As a result, Quick Notes may be considered a "business associate" of customers to whom it provides such services. If and when necessary, Quick Notes can/will be providing its customers with a new standard Business Associate and/or Customer Agreement that complies with HIPAA requirements. The Quick Notes Customer Agreement will generally assure its customers that the company will use PHI obtained from them to provide services and support only and will safeguard that information from misuse.



Privacy & Security Policy

To implement these business associate requirements and protect the confidentiality and integrity of the patient information it receives, the Quick Notes Privacy and Security Policy will:

- Provide that the company obtain and use confidential PHI obtained from its customers only as necessary to perform customer service and support functions;
- Limit access to such information to those employees and agents who perform identified service and support functions;
- Prohibit disclosure of PHI received from customers to persons who are not employees or agents of the company in the absence of express approval from the legal department and, if appropriate, the customer and/or patient;
- Require all employees and agents of the company to report uses and disclosures of patient information that are not permitted by Quick Notes Privacy and Security Policy;
- Provide that Quick Notes investigate all reports that PHI was used in a manner not permitted by its Privacy and Security Policy and will impose appropriate sanctions for conduct prohibited by the policy;
- Establish that Quick Notes employees who may come in contact with PHI receive training regarding the Privacy and Security Policy and the importance of protecting the privacy and security of PHI; and
- Provide for the storage and transmission of PHI received from customers in a secure manner that protects the integrity, confidentiality and availability of the information.

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