MainNerve Employee Documentation

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| **Type of Incident** | **Disciplinary/Re-Education Action** | **Examples** | **Notes** |
| **Inadvertent** | 1st Occurrence: Documented Verbal Counseling  2nd Occurrence: First Written Warning  3rd Occurrence: Final Written Warning  4th Occurrence: Termination |  Accidentally accesses own chart and self-reports doing so.   Inadvertently leaves PHI in a public area of the hospital, clinic, or PT office. |  |
| **Careless** | 1st Occurrence: Documented Verbal Counseling  2nd Occurrence: First Written Warning  3rd Occurrence: Final Written Warning and 2 days suspension without pay  4th Occurrence: Termination |  Misdirects a faxed document containing PHI.   Mails or hands documents containing PHI to the wrong patient.   Verbally breaches patient’s privacy.   Leaves their computer unattended and accessible to others. |  |
| **Failure to follow Policies and Procedures** | 1st Occurrence: First Written Warning  2nd Final written warning and 2 days suspension without pay  2nd Occurrence: Termination |  Accesses their own patient record to obtain or review information.   Shares computer access coded with another employee.   Fails to secure laptop or mobile device.   Copies and releases PHI without proper authorization to do so.   Unauthorized disclosure of PHI to any third party. |  |
| **Intentional** | 1st Occurrence: Final Written Warning and 2 days suspension without pay  2nd Occurrence: Termination |  Requests their own prescription refill via EMR.   Accesses PHI of another employee or patient for whom they have no patient care or business relationship.   Adds, deletes or changes documentation in their own chart.   Intentionally assists another employee in gaining unauthorized access to PHI (including phone numbers, addresses, etc.) |  |
| **Malicious Disregard for Organizational Policies and Procedures** | 1st Occurrence: Termination |  Release of PHI for personal gain.   Deliberately destroying or altering data with intent to defraud the organization or the government.   Releasing PHI with intent to harm an individual or the organization. |  |