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. |  |