

## Protecting Patient Information with Efficient HIPAA Compliance



### Key Features and Benefits

#### FEATURES

- Document solutions for HIPAA security and privacy compliance
- Multiple security options for document output, transmission, and storage
- Permissions-based data access
- Audit trails, document accounting, and non-repudiation
- Disaster-recovery options

#### BENEFITS

- Simplified HIPAA compliance
- Reduced patient and business risk with document security options
- Increased profitability with more efficient workflow
- Improved security throughout the document life cycle to reduce accidental disclosures

**With the 2003 HIPAA privacy compliance data rapidly approaching, healthcare providers, clinics, hospitals, and payers need ways to secure their confidential patient information. While HIPAA is primarily a security issue, it also offers healthcare companies opportunities to increase office efficiency and reduce costs.**

**Canon's range of business solutions support HIPAA privacy compliance in Healthcare's document workflow. For patient record output, management, and transmission, Canon's imageRUNNER™ digital multifunction devices, LASER CLASS® facsimile machines, imageWARE™ Document Management software, and strategic alliances offer healthcare companies effective HIPAA solutions for their unique environment.**

### Output Protected Health Information with Confidence

Canon offers multiple output security solutions for the Healthcare industry. Whether your business needs to print medical records, complex patient data reports, or a single EOB, our output security meets HIPAA requirements while maintaining simple document workflow. Some of the features include:

- **Secured Print**—Users can print to public devices with confidence. Upon printing, a user-defined password is created, and the job is held in memory until the password is re-entered at the device.
- **Mail Box Print**—To ensure confidentiality, documents can be printed to a password-protected Mail Box selected by the user. Stored documents can then be printed securely when the device is attended, as well as remain stored for future use.
- **Fax Security**—Canon digital multifunction systems and dedicated facsimile machines secure incoming faxes received at public devices. Faxes can be stored in password-protected memory, forwarded to a confidential fax box, or sent to E-mail or a watched folder on a networked computer. This prevents faxes

from stacking up and satisfies HIPAA by preventing exposure of confidential patient information, while providing easy storage of electronic patient records.

- **Data Deletion Security**—Upon completing a job—whether print, fax, or copy—data is automatically purged from both RAM and the internal image server's allocation table. For maximum security, the imageRUNNER Security Kit-A1\* overwrites the job with random data, making recovery impossible. These features prevent a dedicated thief from accessing protected patient data sent to the device.

### Efficient and Secure Patient Data Storage

In the Healthcare environment, enormous amounts of hard-copy patient data are stored in large folders, creating a high risk of exposing confidential patient information to unauthorized individuals. Canon's imageWARE Scan Manager and Document Manager can easily convert hard-copy information into electronic documents for secure, HIPAA-compliant management. In terms of security and privacy, imageWARE provides several levels of protection for data access. In addition, imageWARE offers bar-code and OCR scanning, and full-text indexing and searching capabilities to find documents quickly

\* Optional Accessory



in critical medical environments. imageWARE also allows physicians, nurses, administrators, and others to leverage network infrastructure and the Internet by allowing secure, concurrent access to records for faster medical decisions. Some of the security features for HIPAA include:

- User name and password verification
- Various levels of permission to access data files
- Authenticated network and Internet access to documents
- Audit trail and document versioning capability to verify appropriate authorization
- Activity log monitoring to ensure non-repudiation
- Scanned and stored documents can be backed up at any time to an off-site location, minimizing business risk and disruption from data loss or disaster.

### Keep Your Transmissions Private

Whether patient information is transmitted via fax, E-mail, private network, or the Internet, Canon solutions provide numerous secure sending options to assist healthcare organizations with HIPAA compliance. These options enable you to:

- **Preserve confidentiality**—Reduce accidental disclosures by sending documents to a private E-mail box versus a public fax machine.
- **Maintain an audit trail**—Keep a log of all activity, complete with a copy of outbound faxes or E-mails copied to the sender.
- **Send only selected information**—When sending an E-mail or fax, drag and drop the selected pages you need and use mark-up tools to highlight, edit, “white out,” or “black out” areas of the documents.
- **Ensure security through authorization**—System security ensures that only authorized individuals can retrieve documents from a device inbox.
- **Provide maximum security**—Data deletion capabilities ensure that data is completely erased by overwriting files.