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industry news.

■ HIPPA News

The Administrative Simplification provisions of the Health Insurance Portability and Accountability Act of 1996 (HIPAA, Title II) required the Department of Health and Human Services (HHS) to establish national standards for the security of electronic health care information. The final rule adopting HIPAA standards for security was published in the Federal Register on February 20, 2003. This final rule specifies a series of administrative, technical, and physical security procedures for covered entities to use to assure the confidentiality of electronic protected health information. The standards are delineated into either required or addressable implementation specifications. To read the security rules, go to:

http://www.cms.hhs.gov/EducationMaterials/04_SecurityMaterials.asp#TopOfPage

HIPPA Tips:

- Don't leave open charts on your desk.
- Secure your office when you leave for a period of time.
- If you have a whiteboard do not have patient information visible.

shop talk.

Felicia Wilson LMSW, LNHA

Building Excellence

"Managers are people who do things right, while leaders are people who do the right thing". - Warren Bennis, Ph.D. On Becoming a Leader

Leaders do not command excellence, they build excellence. Excellence is "being all you can be" within the bounds of doing what is right for your organization. To reach excellence you must first be a leader of good character. You must do everything you are supposed to do. An organizations will not achieve excellence by figuring out where it wants to go, then having leaders do whatever they have to in order to get the job done, and then hope their leaders acted with good character. This type of thinking is backwards. Pursuing excellence should not be confused with accomplishing a job or task. When you do planning, you do it by backwards planning. But you do not achieve excellence by backwards planning. Excellence starts with leaders of good and strong character who engage in the entire process of leadership. And the first process is being a person of honorable character. To read more, go to:

<http://www.skagitwatershed.org/~donclark/leader/leadchr.html>

trivia time.

When was the final rule adopting HIPAA standards for security published in the Federal Register? The first ten correct responses e-mailed to support@patientplacement.com will receive a free gift. Be sure to include your mailing address in the e-mail. Congratulations to: **Bonnie Kohout and Brenda Goodnight..** They won a free gift for answering the previous trivia question. The answer was: 4.5%.

fun facts

Did you know that:

- The older population--persons 65 years or older--numbered 34.5 million in 1999. They represented 12.7% of the U.S. population, about one in every eight Americans.
- The number of older Americans increased by 3.3 million or 10.6% since 1990, compared to an increase of 9.1% for the under-65 population.
- In 1999, there were 20.2 million older women and 14.3 million older men, or a sex ratio of 141 women for every 100 men. The sex ratio increased with age, ranging from 118 for the 65-69 group to a high of 237 for persons 85 and over.
- The majority (67%) of older non-institutionalized persons lived in a family setting in 1998.
- Approximately 10.8 million or 80% of older men, and 10.7 million or 58% of older women, lived in families in 1998.