

## How Laserfiche Works for HIPAA and Joint Commission Compliance

- Ensure the Privacy of Protected Health Information
- Implement Comprehensive System Security
- Enforce Records Retention Policies Enterprise-Wide
- Track User and System Activity

Maintaining HIPAA and Joint Commission compliance is a challenge for all healthcare organizations. From maintaining privacy and security to guaranteeing record integrity, compliance involves a number of complex processes. But having the right technology can make compliance easier than you might think. Laserfiche enterprise content management gives you the tools you need to enforce your compliance plan at every level of your organization.

### Ensure the Privacy of Protected Health Information (PHI)

Both HIPAA and Joint Commission Management of Information standards specifically address information security, privacy and confidentiality. Laserfiche features multi-layered security that gives system administrators finely-tuned control over access to the system and patient records, as well as associated documentation.

- Maintain information security with password-protected access to the Laserfiche repository.
- Assign user- or group-specific access rights to individual folders, files and metadata.
- Redact individual words or entire areas of documents to secure PHI such as patient name, address and Social Security number.
- Manage written or oral PHI in any format, from paper to e-mail to audio and video files.

### Implement Comprehensive System Security

HIPAA security regulations dictate how to store, transfer and protect the privacy of electronic PHI. Laserfiche's DoD-certified security and auditing tools help you enforce your administrative and technical PHI safeguards. And when it's necessary to access information for patient care, Laserfiche ensures that only authorized personnel can do so.

- Log all attempts to view, delete, edit, move, e-mail or print documents and records.
- Affix a custom watermark or timestamp to printed documents.
- Ensure continuity of information with document versioning.
- Preserve complete patient records by restricting modification and deletion of documents or individual pages.
- Ensure that changes to documents and records result in new versions.

## Track User and Document Activity

Joint Commission standards indicate that only designated, qualified staff accept and transfer information. HIPAA likewise states that organizations must establish policies and procedures regarding which individuals can access and distribute PHI. Laserfiche tracks all repository activity, including who performed the action, which documents were involved and where, when and why the action took place.

- Monitor system activity, including individual user activities, repository searches and attempts to change documents or user information.
- Restrict information distribution at the user or group level.
- Quickly identify security threats with custom Web-based reporting.
- Require users to submit a reason for distributing or modifying documents.

**The Next Step:** Please call (800) 985-8533 or e-mail [info@laserfiche.com](mailto:info@laserfiche.com) for more information.

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