



INTRODUCTION

- Founded in 1888, Beverly Hospital is a key healthcare provider in the North Shore and Cape Ann region. Initially created to serve the local community, it has transformed into a modern facility offering a comprehensive range of medical services, highlighting its commitment to excellence and innovation.
- Throughout its history, the hospital has advanced medical care, continuously expanding its services to adapt to the evolving needs of patients. Its focus on community health is evident in numerous programs designed to enhance overall well-being, including advanced treatments and health education initiatives.
- Additionally, Beverly Hospital fosters a supportive environment for interns and students, providing them with valuable hands-on experience. This dedication to education ensures that the next generation of healthcare professionals is equipped to uphold the hospital's legacy of exceptional patient care and community service.



INTERNSHIP PROJECT OBJECTIVE

- To develop a new patient authorization form for the release of information that complies with all regulatory requirements, ensuring it is approved for consistent use across all facilities under Beth Israel Lahey Health (BILH).

RELATED LITERATURE

"Unauthorized access of medical records is a violation of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) regulations and is thus considered a HIPAA breach" (De Simone, 2019, p.1).

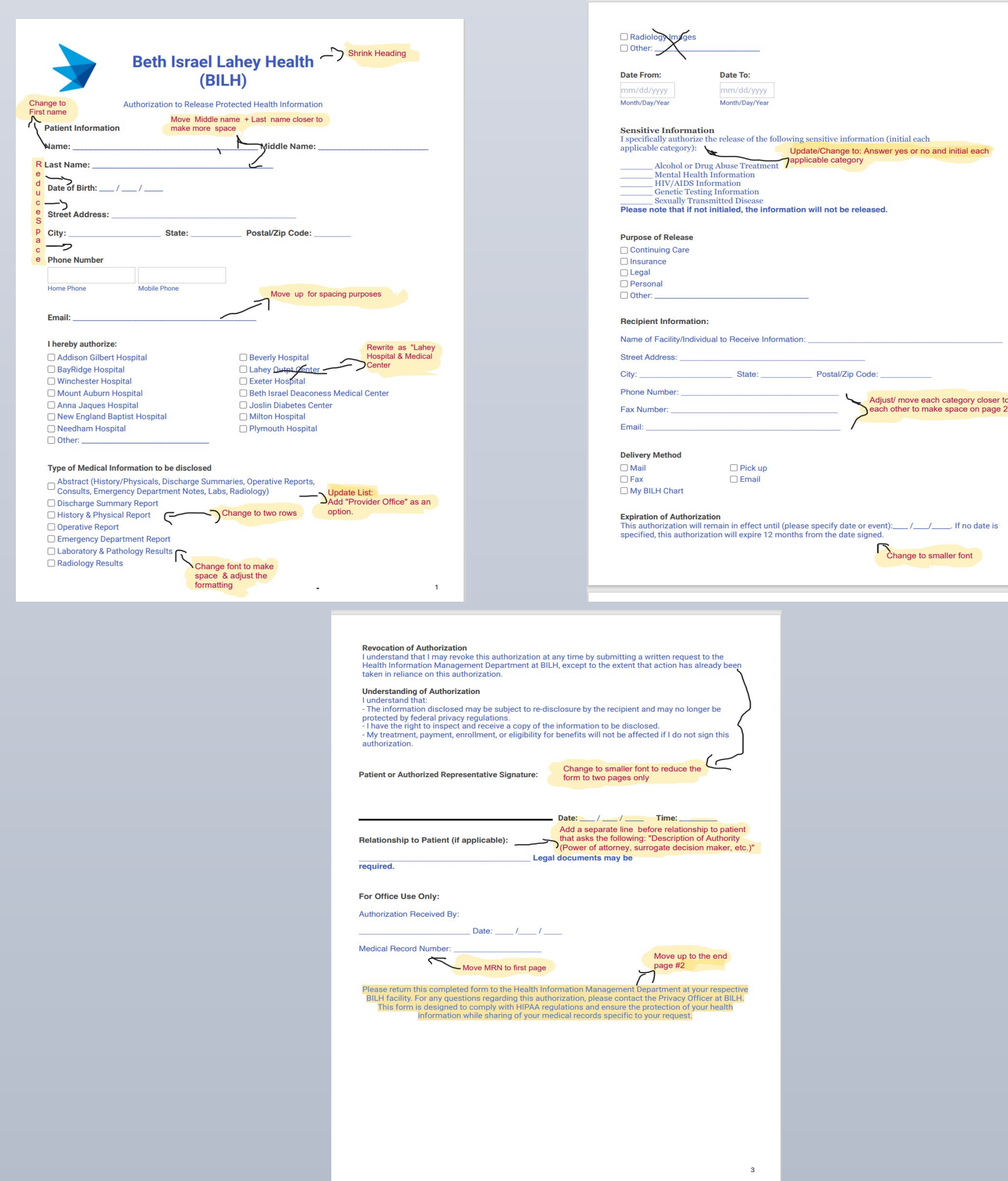
"The present developments in Information Technology has resulted in digitized health records and therefore creating new or improved ways to successfully do the collection, processing, storing, consulting, and sharing of health information" (Keshta & Odeh, 2021, p.3).

"The use of encryption has increased the security of electronic health records during the process of exchanging health information" (Keshta & Odeh, 2021, p.5).

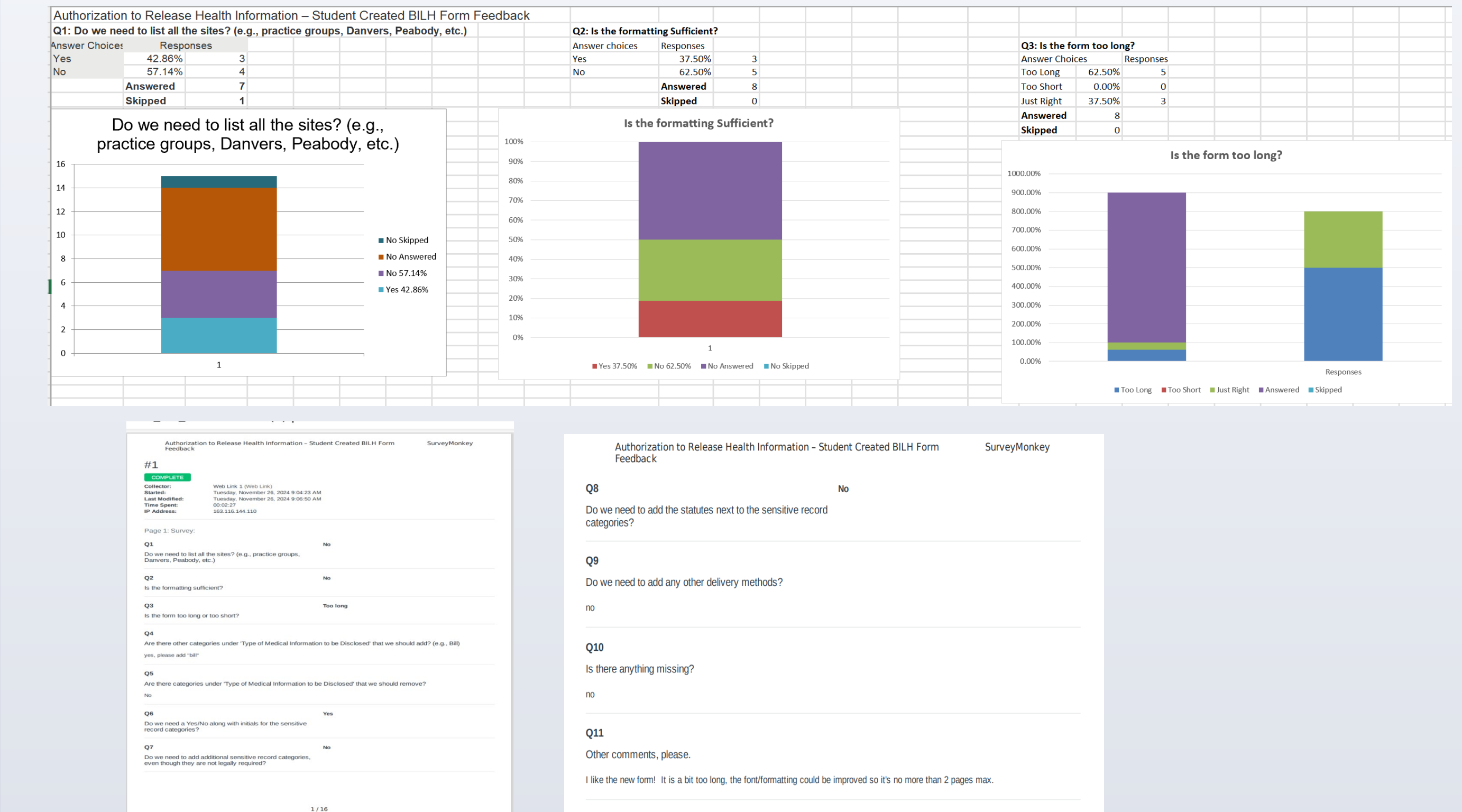
"The Security Rule is designed to be flexible and scalable so a covered entity can implement policies, procedures, and technologies that are appropriate for the entity's particular size, organizational structure, and risk to consumers' ePHI" (Vanderpool, 2019, p.1).

MATERIALS & METHODS

1. Conducted Thorough Research: I began by researching HIPAA regulations and CFR42 Part 2 to ensure a comprehensive understanding of the legal requirements for patient authorization forms.
2. Gathered Existing Forms: I collected various existing patient authorization forms used across Beth Israel Lahey Health (BILH) to identify gaps and inconsistencies in the current documentation.
3. Developed a Draft: Utilizing the information gathered from my research and the existing forms, I created an initial draft of the new standardized HIPAA Patient Authorization form.
4. Presented for Feedback: I presented the draft to my site supervisor and employees who would be using the new form. This included gathering feedback through surveys and direct quotes to understand their perspectives and suggestions for improvement.
5. Revised the Form: Based on the feedback received, I revised the draft to address concerns and incorporate suggestions, ensuring that the form met all necessary regulatory requirements.
6. Finalized the Form: After multiple rounds of revisions, I finalized the patient authorization form, ensuring it was legal, effective, and user-friendly.
7. Collaborated with IT: I worked with the IT and website teams to update online resources, ensuring that the new form was accessible to all relevant stakeholders within BILH.



RESULTS & CONCLUSIONS



- **Consensus on Form Improvements:** Stakeholders agree that a more concise and user-friendly Authorization to Release Health Information form is needed.
- **Length Reduction:** Respondents suggest limiting the form to no more than two pages to enhance readability and patient understanding.
- **Additional Category:** For better financial clarity, stakeholders requested a "bill" category under "Type of Medical Information to be Disclosed."
- **Informed Consent:** To empower patient decision-making, stakeholders want a Yes/No option alongside initials for sensitive record categories.
- **Strengths Acknowledged:** While there are concerns, stakeholders recognize the current form's necessary categories and support for a user-friendly design.
- **Guidance for Refinement:** Survey insights will guide updates to the HIPAA Patient Authorization form at BILH.
- **Positive Trends:** Feedback indicates a move toward a standardized form that meets regulatory standards and stakeholder needs.
- **Project Objectives Met:** Substantial feedback was gathered, and changes are being implemented.
- **Effectiveness Indicators:** Compliance metrics, stakeholder engagement, and adoption rates will measure the new form's success across Beth Israel Lahey Health facilities.
- **Goal Achievement:** The project is on track to enhance operational efficiency and patient trust in the authorization process.

REFERENCES

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