



## Electronic Records and Billing Disclosure

### Electronic Records

I keep and store records for each patient online using a company called *Sync.com Inc.* This system is “cloud-based,” meaning the records are stored on servers that are connected to the Internet. Here are the ways in which the security of these records is maintained:

- I have entered into a HIPAA Business Associate Agreement with Sync.com Inc. Because of this agreement, Sync.com is obligated by federal law to protect these records from unauthorized use or disclosure.
- The computers on which these records are stored are kept in secure data centers, where various physical security measures are used to maintain the protection of the computers from physical access by unauthorized persons.
- Sync.com Inc. employs various technical security measures to maintain the protection of these records from unauthorized use or disclosure.
- I have my own security measures for protecting the devices that I use to access these records:
  - On computers, I employ firewalls, passwords, and full disk encryption to protect the computer from unauthorized access and thus to protect the records from unauthorized access.
  - With mobile devices, I use passwords, touch ID, remote tracking, and remote wipe to maintain the security of the device and prevent unauthorized persons from using it to access my records.

I keep and store records for each patient electronically, using the following resources:

- Desktop computer and iPad Pro tablet.
- Goodnotes for iPad

Here are things to keep in mind about my record-keeping system:

- While my record-keeping company and I both use security measures to protect these records, their security cannot be guaranteed.
- Some workforce members at Sync.com Inc., such as engineers or administrators, may have the ability to access these records for the purpose of maintaining the system itself. As a HIPAA Business Associate, Sync.com Inc. is obligated by law to train their staff on the proper maintenance of confidential records and to prevent misuse or unauthorized disclosure of these records. This protection cannot be guaranteed, however.
- My record-keeping company keeps a log of my transactions with the system for various purposes, including maintaining the integrity of the records and allowing for security audits.

## Electronic Billing

I electronically bill insurance companies such as Blue Cross through *Office Ally*. This system is “cloud-based,” meaning billing is conducted online on servers that are connected to the Internet. Here are the ways in which the security of these billing transactions are maintained:

- I have entered into a HIPAA Business Associate Agreement with Office Ally. Because of this agreement, Office Ally is obligated by federal law to protect these records from unauthorized use or disclosure.
- The computers on which these records are stored are kept in secure data centers, where various physical security measures are used to maintain the protection of the computers from physical access by unauthorized persons.
- Office Ally. employs various technical security measures to maintain the protection of these records from unauthorized use or disclosure.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_