

SAMPLE - Sanctions

Categories of Offenses

Minor Offense – Education and/or coaching; progressive discipline	
<u>Definition</u> Generally a minor offense will be one where the <u>breach was not done intentionally</u> .	<u>Examples</u> <ul style="list-style-type: none">• Accidentally emailing unsecured PHI• Discussing patient information in a public setting• Placing confidential trash in a regular trash can
Serious Offense – Written warning up to discharge	
<u>Definition</u> Generally a serious offense will be one where the breach was not intentional or <u>was intentional with no malice or personal gain</u> .	<u>Examples</u> <ul style="list-style-type: none">• Unlawful or unauthorized access, use, disclosure, viewing, and handling of confidential information but without the intent to cause harm• Repeatedly being careless with PHI• Frequently leaving a workstation unattended while it is logged on to confidential information• Sharing passwords with an unauthorized individual
Major Offense – Immediate discharge due to its severity	
<u>Definition</u> Generally a major offense is one where the individual is at risk for legal action; and is done in a dishonest manner without regard for the organization or the patient, and <u>involved malice or financial or personal gain</u> .	<u>Examples</u> <ul style="list-style-type: none">• Unlawful or unauthorized access, use, disclosure, viewing, and handling of confidential information with willful intent or to intentionally cause harm to a patient, to the company, or to another individual• Using confidential information for identity theft or to commit fraud, or for personal gain• Intentional alteration or destruction of confidential information• Gross violation of HIPAA, or any other federal or state law protecting the confidentiality of information