**Purpose**

To set guidelines for clinicians viewing and sharing a patient’s social security number when using a PointCare device.

**Policy**

1. Ohio Living Home Health & Hospice will respect and safeguard all protected health information of the patients it serves.
2. Only employees with a need to know a patient’s social security number are permitted to view and share a patient’s social security number.

**Procedure**

1. At times, it is necessary to provide a patient’s social security number to another care professional out of Ohio Living. Examples include:
	1. At patient’s time of death – providing to Funeral Home
	2. When submitting a laboratory request and patient sample for testing
	3. When completing a PASRR for nursing home placement
	4. When setting up transportation for a patient
2. Those clinicians viewing and sharing patient social security numbers from a PointCare device will be limited to the following:
	1. Registered or Licensed Nurse
	2. Social Worker
	3. Therapist
3. Anyone having knowledge of an employee inappropriately viewing and/or sharing a patient’s social security number is required to report this to a member of their leadership team timely.