

UP HEALTH SYSTEM BELL EMERGENCY PREPAREDNESS

DIAL 2222 to notify switchboard of an event

Code Red Fire

Remove all patients and personnel
Activate the alarm
Contain the fire and smoke
Extinguish the fire/Evacuate as necessary

Code Orange HazMat

Decon team will report to the decon garage
Lock down procedures will be in effect

Code Pink Infant/Child Abduction

All staff assigned to exits to prevent patients/visitors from leaving the building

Code Yellow Bomb Threat

Keep caller on the phone and try to get as much information as possible
Use Code Yellow placard to notify staff around you

Code Silver Active Shooter

RUN
HIDE
FIGHT
Call 911 if safe to do so

Code Brown Missing Adult Patient

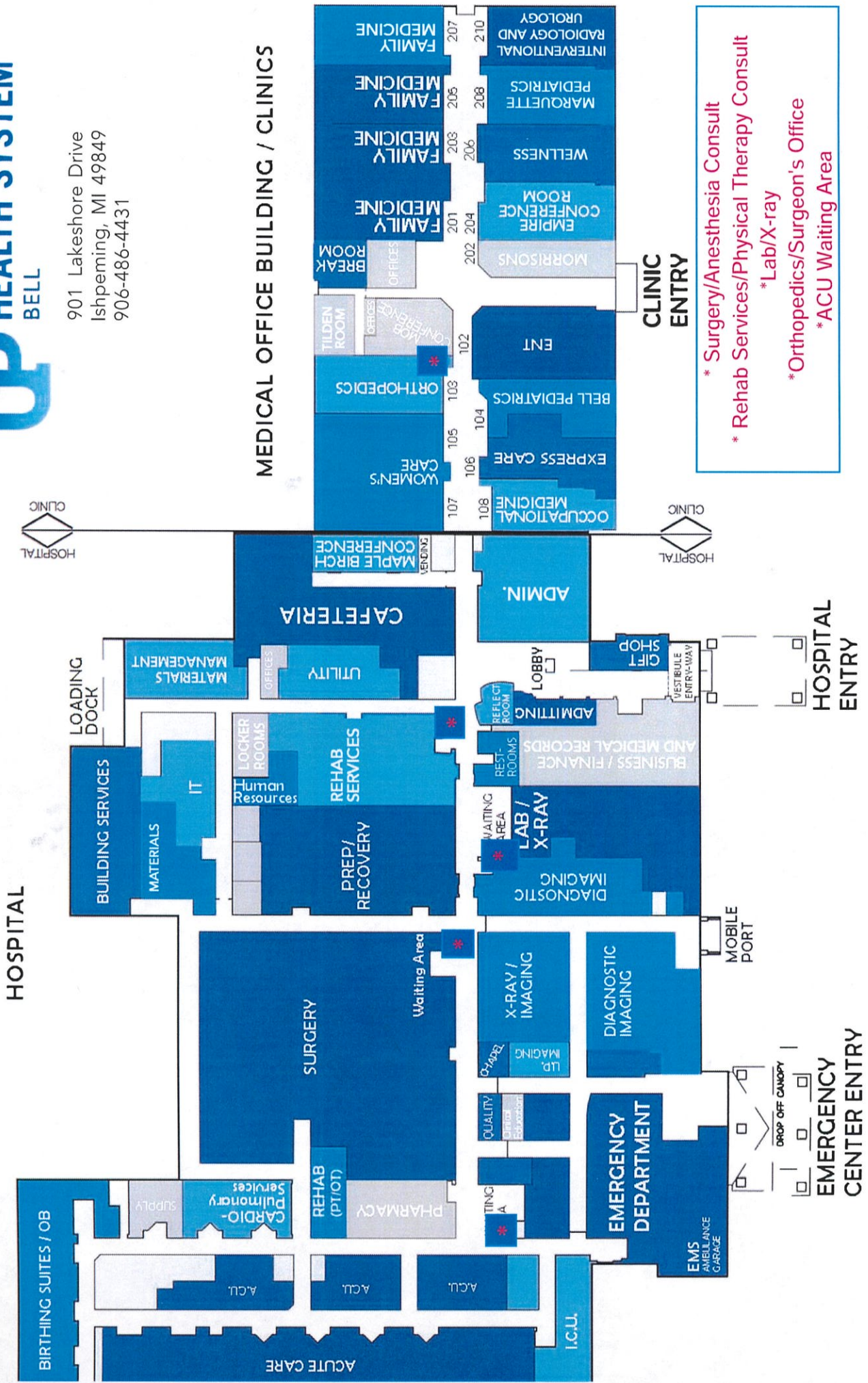
Search immediate area for patient
All staff assigned to exits to prevent patients/visitors from leaving the building

Code HLP – Help
Code Delta – Disaster
Code Tango – Tornado Warning
Code W – Tornado Watch
Code **Green** – All Clear

Code **Purple** – Emergent C-Section
Code **Blue** – Cardiac/Respiratory Arrest
Code Pediatric **Blue** – Pediatric Cardiac/Respiratory Arrest
Rapid Response – Patient is failing, not coding, assistance needed



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- * Surgery/Anesthesia Consult
- * Rehab Services/Physical Therapy Consult
- * Lab/X-ray
- * Orthopedics/Surgeon's Office
- * ACU Waiting Area



***ACCESSING THE PERSONNEL POLICIES THROUGH HAWKING,
THE BELL INTRANET HOMEPAGE***

1. Go to any computer at Bell. Locate the “new hawking page” icon on your desktop or type in <http://blh-webpress/hawking> into the url and hit enter.
2. Under Internal Resources click on Human Resources Policies or locate Human Resource Policies & Procedures on the homepage.
3. All policy titles are listed alphabetically.
4. Click on a policy title to view individual policy.
5. If you would like to print a specific policy, click the printer icon near the top right of the screen.

ACCESSING THE DEPARTMENTAL POLICIES THROUGH POLICYPSTAT

1. Go to any computer at Bell. Locate the “new hawking page” icon on your desktop or type in <http://blh-webpress/hawking> into the url and hit enter.
2. Under Educational click on PolicyStat or click on the PolicyStat icon on the main page.
3. Search for the policy title or content on the welcome page search bar or click on the Policy Area tab to select the specific department in which you wish to search.
4. Click on a policy title to view the individual policy.
5. If you would like to print a specific poly, click on the printer icon on the top right corner of the screen.



HIPAA TRAINING

CONFIDENTIALITY AND PROTECTION OF PATIENT INFORMATION

IT'S THE LAW-Patient information is confidential! There are laws protecting the patient's information, and Bell Hospital/Bell Medical and other hospitals and physicians are required by law to keep the information from being disclosed to unauthorized persons. One of the laws in place is a federal law called **HIPAA**, which is a short name for the Health Insurance Portability and Accountability Act. HIPAA is designed to ensure the security and privacy of all information about a patient, also called "Protected Health Information" or "PHI." **This federal law has criminal penalties, as well as civil penalties-imposing fines and possible jail time for violation.** The intent of this law is to protect the privacy of our patients and their health care information.

IT IS YOUR RESPONSIBILITY TO FOLLOW THE LAW and BELL HOSPITAL/BELL MEDICAL POLICIES. Since you may see or hear about a patient while you are participating in this program, ***it is your responsibility to keep all patient information confidential and not to repeat it to anyone. And that means NO ONE!*** In other words, do not share with your friends, fellow students, family members or anyone else information about Bell Hospital/Bell Medical patients or other confidential Bell Hospital/Bell Medical information. ALSO, do not access information unless authorized by Bell Hospital/Bell Medical to do so. That means, do not look at charts or other documents related to patients, and do not use Bell Hospital/Bell Medical computers to access any PHI.

THE TYPE OF INFORMATION THAT IS CONFIDENTIAL. If the information you observe is information that could identify a person as being a patient at Bell Hospital/Bell Medical, then that information is "PHI," is confidential, and you cannot disclose that information to anyone. Some examples of information that might identify a patient and must be protected include the patient's name, social security number, birth date, street address, hometown, phone number, photograph, and other identifying information. **A specific and very simple example is as follows:** You see your neighbor's name on a document, and it shows that the neighbor had heart surgery. You did not know this. You go home and tell someone in your family. This is NOT PERMITTED because you learned this information only by virtue of your employment.

DO

- Ask yourself, “Do I need to know this as a part of my job?” before looking at patient information.
- Avoid discussing patient information where others can overhear you. Speak softly when discussing patients if others are present.
- Tell your supervisor if you see patient information in an area that is clearly visible or accessible, such as an open trash container.
- Keep computer screens turned where people passing by can’t see them and log off programs when finished. Remember you may not sure Bell Hospital/Bell Medical computers to access any PHI.

DON'T

- Look at or otherwise access any patient information outside of your need to perform your job. This includes accessing your own medical information or any accessing information on family, friends or acquaintances.
- Talk about patients in public places, such as hallways or cafeteria lines.
- Talk about who you saw at Bell during the day, even if you pass someone you know in the hall.
- Let faxes or printed e-mails with patient information lie around-file them or dispose of them appropriately (in a shredder or shredding bin) before anyone else can see them.
- Leave medical information open where others can see it. Close it or turn it face down.
- Remove any patient information from Bell Hospital/Bell Medical.

If you have questions or observe information being shared inappropriately, please talk with your manager or call our Compliance Office at 906-485-2656.