

Electronic Health Records: *Words You Need to Know*



Electronic Health Records Glossary

Access Control - Preventing the unauthorized use of health information resources.

Accountability - Makes sure that the actions of a person or agency may be traced to that individual or agency.

Anonymized - Personal information that has been processed to make it impossible to know whose information it is.

Audit trail - A record showing specific individuals who have accessed a computer and what they have done while they were in that computer.

Authentication - Verifying the identity of a user, process, or device, before allowing access to resources in an information system.

Backup - A copy of an individual's files made to help regain any lost information in his or her record, if necessary.

Confidentiality - Obligation of a person or agency that receives information about an individual, as part of providing a service to that individual, to protect that information from unauthorized persons or unauthorized uses. Confidentiality also includes respecting the privacy interest of the individuals who are associated with that information.

Consent - Consent is the permission granted by an authorized person that allows the provider, agency, or organization to release information about a person. The authorized person may be either the subject of the information or a designated representative, such as a parent or guardian. Law, policy and procedures, and business agreements guide the use of consent.

De-identified Health Information - Name, address, and other personal information are removed when sharing health information so that it cannot be used to determine who a person is.

Disclosure - The release or transfer of information to someone else.

Health Information Privacy - An individual's right to control the acquiring, use, or release of his or her personal health information.

Health Information Security - The protection of a person's personal health information from being shared with out the owner's permission.



Health Insurance Portability and Accountability Act of 1996 (HIPAA) - The law Congress passed in 1996 to make sure that health insurance would not stop when an individual changed employers. It also requires that health information be kept private and secure.

Inappropriate Usage - Using personal information without that person's permission.

Informed Consent - Information exchange between a clinical investigator and research subjects. This exchange may include question/answer sessions, verbal instructions, measures of understanding, and reading and signing informed consent documents and recruitment materials.

Nationwide Health Information Network (NHIN) - An interoperable network across the nation that is based on standards and enables the secure exchange of health information.

Opt-in/Opt-out - Patients or consumers adding or removing themselves.

Patient Permission - The consent or authorization that patients provide regarding their health care or the use of their health information.

Protected Health Information - Health information transmitted or maintained in any form that can reasonably be used to identify an individual.

Safeguards - Measures that protect the security of health information.

Security - Processes, practices, and software that secure health information from unauthorized access, ensuring that the information is not altered and that it is accessible when needed by those authorized.

Sensitive Information - Health information such as details on substance abuse, family planning, mental health, and others.

Unauthorized Access - The act of gaining access to a network, system, application, health information, or other resource without permission.

Unauthorized Disclosure - An act that involves exposing, releasing, or displaying health information to those not authorized to have access to the information.





For more information, visit the eHealthWV Web site at

www.ehealthwv.org

This publication is made possible by the Health Information Security and Privacy Collaboration (HISPC) a contract managed by the Office of the National Coordinator for Health IT (ONC).

Publication Number 9SOW-CORP-GEN08.5 App 6-09