

## Electronic Records and Billing Disclosure

### Electronic Records

I keep and store records for each client in a record-keeping system produced and maintained by PracticeFusion. This system is “cloud-based,” meaning the records are stored on servers which 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 Practice Fusion. Because of this agreement, Practice Fusion 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.
- Practice Fusion employs various technical security measures to maintain the protection of these records from unauthorized use or disclosure.
  - Biometric security, data backups, redundant power supplies, and continuous surveillance systems. Highest level of SSL/TLS encryption against malicious parties.
- I have my own security measures for protecting the devices that I use to access these records:
  - On computers, I employ firewalls, antivirus software, passwords, and disk encryption to protect the computer from unauthorized access and thus to protect the records from unauthorized access.
  - With mobile devices, I use passwords, remote tracking, and remote wipe to maintain the security of the device and prevent unauthorized persons from using it to access my records.

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 Practice Fusion, 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, Practice Fusion 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. These logs are a permanent part of my records.

### **Billing**

I invoice clients via the online credit card processor, Square (<https://squareup.com>). Square uses encryption and data-management standards consistent with the requirements to be in HIPAA compliance as described in my Notice of Privacy Practices. Square will send you an email notification of your invoice at the email address I provide them (so please be sure to provide me with the email address you would like to use for this). If you do not want to receive invoices from Square, it is your responsibility to notify me in advance so we can plan for an alternative and pay via PayPal deposit before our scheduled session at the link I provide you. I can not invoice you via PayPal. Finally, you also have the option of mailing me a check in advance of our appointments.