

MISSISSIPPI DIVISION OF MEDICAID

Eligibility Policy and Procedures Manual

CHAPTER 100 – General Provisions

Page | 28

SAFEGUARDING CONFIDENTIAL INFORMATION (Continued)

Failure to abide by the policies and procedures regarding confidentiality of recipient and applicant information, either intentionally or unintentionally can result in disciplinary action. Group offenses are discussed in the DOM Employee Manual under Discipline and Grievance Policies. In addition, any violation of privacy and security policies and procedures may be referred to state or federal agencies for prosecution.

100.03.04D SAFEGUARD AWARENESS TRAINING

Training on the security standards for data provided by the Internal Revenue Service (IRS) and Social Security Administration (SSA) must be conducted annually for eligibility staff in each regional office. During the training employees are instructed in office security procedures to ensure security of the data and are issued a copy of the federal penalties for unauthorized disclosure of IRS and SSA information.

A confidentiality statement for each type of data is signed by employees. The person providing the training signs and dates the confidentiality statements to certify security training for each agency's data. The signed and certified statements are forwarded to state office, where they are maintained to document compliance with IRS and SSA safeguard training requirements.