

HIPAA statement

The Health Insurance and Accountability Act of 1996 ("HIPAA") may apply to you as a health professional if you are a "covered entity" under HIPAA. InsightFill Inc. is not a "covered entity" and it does not require you to supply "individually identifiable health information" in order to prepare assessments using the InsightFill system. There are, however, fields for entry of client names and dates of birth. If you are concerned about entering individually identifiable health information in those fields, we recommend that you enter information such as a number, unique code or value that does not identify the individual and then replace those values after a report is assembled. A single global search and replace on the name values will cover most of what you would need to replace in the assembled document.

The InsightFill system uses a number of measures to ensure that the information that you enter into the system is confidential:

1. When you log into <https://reports2.insightfill.com> you will be entering a secure website that is protected by a Secure Sockets Layer ("SSL") certificate using 2048-bit encryption. SSL encryption ensures that all communications between your computer and the InsightFill server are encrypted. This means that even if someone intercepted the data that is being transmitted it would not be possible to decipher the information.
2. The data that you enter to produce reports is stored on the InsightFill servers in a secure manner behind a firewall in a secure database.
3. When you assemble any output documents, you are prompted to download or open those documents and there is no way for you to save or access those documents on the InsightFill servers. If you save a document it can only be saved to a folder on your local computer or file server. You have full control over the assembled documents at that point.
4. The site requires you to sign in with a login and password that provides additional security. We highly recommend that you create secure passwords that include at least the following combinations of letters, numbers and characters:
 - a. At least one lower case letter
 - b. At least one upper case letter
 - c. At least one number
 - d. At least one character that is not a letter or number (e.g. one of !@#\$%^&*()_+:\|?,<.>)
 - e. At least 8 characters in length
 - f. Does not contain recognizable dictionary words
5. The site allows you to delete client information after you have completed assembling your report documents. We recommend that you back up and delete the client record after you have completed your report documents for that client. To do so, complete the following steps:
 - a. Select "Clients" from the navigation menu on the Home page
 - b. Locate the client that you want to delete.
 - c. Click on the Download Data button for that client and select a location and name for the file that will be stored on your local computer or file server.
 - d. After completing the Download Data function, click on the Delete button to remove the data from the InsightFill server. This deletes the client data from the server as well as the client record.
 - e. If you later want to restore the data to the InsightFill server, you can use the Add Client feature to create a new client record, then use the Upload Data button to upload the data file that you saved in step c above to the InsightFill server. You can then select that Client for use in preparing additional documents.
6. If you don't delete a client record as described in paragraph 5 above, the dataset for that client will remain on the InsightFill server for a period of time according to our retention policies.

Finally, in your standard consent form, you can include that you will be using the InsightFill server to prepare your reports, if you wish.