

HIPAA DO'S and DON'TS

| DO | DON'T |
|---|---|
| Secure all personal and work mobile devices and tablets with passwords | Store, download, retrieve, or transmit from tablets, phones, faxes or emails that do not have a secure connection |
| Check that the patient was provided with a Notice of Privacy Practices at first visit and an acknowledgment was signed | Snap candid pictures in workplace area and share on social networks where patients are seen in background or documents that can be enlarged to reveal private information |
| Log off on your workstation when you step away | Look up patient record for leisure or personal reasons. Patient information is for employees on a need to know basis |
| Shred all unneeded paper containing patient information | Don't guess about if commonplace process in the office is in compliance; double check with supervisor or privacy officer |
| Double check fax numbers before sending patient information. | Discuss patient information to family and friends; or anyone that is not involved in the patient's care |
| Clear your desk and work area of all patient related documents when you leave the office | Write your password down or share with family, friends, or co-workers on any personal or work devices that contain patient information |
| Use first names when greeting patients or talking on the phone | Talk about patients where other patients or other non-interested persons can hear (hallways, public areas, etc) |
| Make sure you know who you are talking to before discussing patient information; ask for identification if you have any doubt | Leave patient information visible or leaving it accessible for others to see |
| Maintain patient files in a secured storage area at all times when not in use | Text patient information |
| Store, download, retrieve, or transmit patient information only on secure encrypted devices and portals | Release patient information to unauthorized persons |
| If you are aware of any security breaches report to privacy officer | Leave patient information on voicemail |