

# UAMS

## HIPAA HYPE

"Confidentiality is everyone's job,  
not everyone's business."




March, 2008

### In this issue:

- Blackberry, Cell Phone and Laptops! Know Your Mobile Device Safeguards
- Rounding

**MOBILE DEVICE SAFEGUARDS-** You must secure the confidential information and protected health information (PHI) kept on your mobile device. A Mobile Device is a Personal Digital Assistant (PDA), a Blackberry, a tablet PC, a cellular phone, thumb drive, disk media, text pager, laptop computer, and any other type of mobile device or media that receive, record or store information and data. To prevent loss, theft or unauthorized disclosure from mobile devices, use the following precautions.

- Don't store confidential information and PHI on the laptop, a CD or a USB thumb drive. Instead, save the data to a UAMS server (use VPN "virtual private networking" to log into work and remotely access the data.) Instructions for VPN set up are located at <http://intranet.uams.edu/it/helpdesk/RemoteAccess.asp> or call the Technical Support Center (686-8555) for assistance.
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- If you **MUST** store any confidential information and PHI on portable media (laptop hard drive, CD or thumb drive), you **MUST** encrypt it. This is UAMS policy and you may contact the Technical Support Center (686-8555) for suggestions on encryption.
  - Mobile devices must be password protected. Passwords must be 8 or more characters and include a combination of numbers, upper and lower case letters, and special characters. Avoid using passwords with personal information such as your name or a pet's name.
  - For further information, please refer to UAMS policies [3.1.17 \(Mobile Device Safeguards\)](#), [7.3.14 \(Access Controls for Confidential Information\)](#), [7.3.08 \(Information Security & Password Management\)](#) and [3.1.38 \(Safeguarding Protected Health Information.\)](#) You can also call the Technical Support Center (686-8555) or the IT security office.

**ROUNDING-** It is always best for clinicians to discuss patient care in the physician workspace or an empty office. Observe the following precautions to safeguard PHI while Rounding:

- When rounding in the halls or discussing a patient's treatment at the nursing stations, keep the volume of your voice lowered so visitors do not overhear details of a patient's care and treatment.
- The "Wallaroos" offer a convenient way to store the bedside chart and for clinicians to review a chart outside the room prior to conferring with the patient. Do not leave charts open on Wallaroos and keep Wallaroos closed when not in use. If your visit with the patient is complete, return the patient chart to the nurses' desk.
- Do not leave patient information unattended. When charts are not in use at the nursing station, close them and return to the chart rack or shelf.
- Log off computers when you are finished so that patient information will not be viewed or accessed on unattended workstations.
- When using the Computers on Wheels (COWs), minimize the screen if a visitor walks up.
- When conferring with a patient in a semi private room, close the curtain prior to discussing care, and lower your voice to minimize the ability of the other patient to overhear the discussion. If there are visitors in the room, you should ask them to leave while you are conferring with the patient, unless the patient requests the visitor remain in the room.
- Before talking with a patient's family members or friends about a patient's condition, check with the patient first.

For further information, please refer to UAMS policy [3.1.38 \(Safeguarding Protected Health Information.\)](#)

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### QUIZ

- 1.) What is an example of strong password?
  - A. My pet's name
  - B. My last name spelled backwards
  - C. Xm5Ca
  - D. Joke1mq3a
- 2.) I am not required to password protect my mobile device?
  - A. True
  - B. False
- 3.) What are examples of safeguarding PHI?
  - A. Speaking in a lowered voice at the nursing station or in the hallway
  - B. Logging off the computer when I finish my work.
  - C. Closing charts when not in use
  - D. All of the above

Name \_\_\_\_\_ Dept. \_\_\_\_\_

Phone number \_\_\_\_\_

Send to UAMS HIPAA Office, #829, to register for a prize drawing by 3/31/08!!!!!!

Do you have any suggestions or questions you would like to ask? Email us at [HIPAA@UAMS.EDU](mailto:HIPAA@UAMS.EDU)