

UAMS

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

HIPAA Office, August 19, 2005

DID YOU KNOW?

Do you have questions about HIPAA Privacy and Security policies? Would you like to have a brief breakdown of some of those policies so that you - the UAMS Workforce - know how to apply those policies to your work day? "Did You Know?" will be published periodically to address some of the more common issues you will come across. All policies are found in the Admin Guide at <http://uams.edu/AdminGuide/index.html> and will be referenced by their policy number. They can also be found conveniently listed at HIPAA.UAMS.EDU.

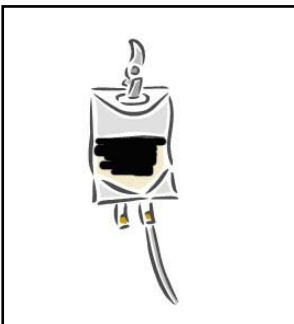
[UAMS Policy 3.1.38 Safeguarding of Protected Health Information](#)

Who does it apply to? All UAMS Workforce members with access to Confidential Information, including Electronic Protected Health Information (ePHI), for any purpose.

Did you know that Pyxis printouts and other items containing patient information normally kept in medication rooms qualify as PHI? These items must be placed either in a locked shredding bin in the med room for disposal, or in a container clearly designated to be taken to the shredding bin.



DO NOT dispose of PHI in the trash or recycling bin. When discarding records or items containing PHI, use a shredder or place the records and items in a locked bin specifically designated as a shredding bin where the records and items will be retrieved for shredding. All shredding bins should be placed in an area where unauthorized persons cannot easily view or access the PHI contained in the shredding bin.



IV bags and other medically related material not suitable for shredding that is placed in a regular trash container should have all patient identifiers removed or obliterated. White labels (Central supply # 92352) are in the Omnicels for this particular use. Be sure that when you discard an IV bag with the patient's name on it in the regular trash, that you cover all PHI, including the name and account number, with the white label before discarding.

Is there a topic you'd like to see covered? Email us at HIPAA@UAMS.EDU