



UAMS

HIPAA HYPE

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



October, 2007

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FAXING PROTECTED HEALTH INFORMATION (PHI) AND CONFIDENTIAL INFORMATION-

UAMS workforce members must make reasonable efforts to protect PHI and confidential information that is faxed to and from UAMS. This includes information that is faxed within UAMS. Examples of precautions to take when faxing PHI and confidential information include:



- Faxes containing PHI and confidential information **must** have a UAMS fax coversheet that includes the UAMS Fax Confidentiality Statement and an approved UAMS logo. **This includes** faxes sent internally to UAMS departments and facilities. [Click here to access the form.](#)
- Fax machines must be in a location that is not easily accessible to the public.
- If mailing the PHI or other confidential information will be sufficient, choose to mail the information rather than faxing it.
- Make sure you are sending the fax to the correct fax number before transmittal.
- It is a good practice to confirm the proper receipt of a fax.
- Notify your supervisor if a fax is sent to someone other than the intended recipient.

For further information, please review UAMS policies [3.1.19 \(Faxing Policy for PHI & Other Confidential Information\)](#) and [3.1.38 \(Safeguarding PHI\)](#).

SAFEGUARDS FOR PATIENT LABELS-

Workforce members who are required to use patient chart labels in their daily work should always be aware that PHI is printed on these labels. The following precautions must be observed when handling patient labels:

John Doe
99999999
#1 Elm St.
Little Rock, AR
Dr. Jones
MCARE

- Patient labels must be placed back in the chart or disposed of in a privacy bin when not needed or used.
- If it is necessary to carry patient labels in your lab coat or scrub pockets while carrying out job duties or rounds, always secure them so they do not become lost.
- Always remove patient labels from pockets when leaving your work area and dispose of appropriately.

For further information, please review UAMS policy [3.1.38 \(Safeguarding PHI\)](#).

QUIZ

- 1.) I can fax PHI or confidential information to another department within UAMS without an official fax coversheet.
 - A. True
 - B. False
- 2.) When patient labels are no longer needed where can I dispose of them?
 - A. in regular trash
 - B. a privacy bin
 - C. my lab coat pocket
 - D. all of the above
- 3.) When leaving my work area, I should remove patient labels from my pockets.
 - A. True
 - B. False

Name _____ Dept. _____

Phone number _____

Send to UAMS HIPAA Office, #829, to register for a prize drawing by 10/24/07!!!!!!

Do you have any suggestions or questions you would like to ask? Email us at
HIPAA@UAMS.EDU