



UAMS

HIPAA HYPE

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



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SAFEGUARDING PHI-

The HIPAA rules require all UAMS Workforce members to safeguard Protected Health Information (PHI) in all forms which includes, but is not limited to, PHI recorded on paper. Examples of PHI on **paper** include test results, patient transport logs, Kardex printouts, vital sign sheets, PYXIS printouts, IV bags with patient information printed on them, patient medication labels, photographs which identify a patient, patient stickers, and the patient's chart. Please see [UAMS Policy 3.1.38](#) for additional information about proper handling of **all** PHI, including PHI in any form, whether recorded on paper or in other forms.

Some helpful tips for proper handling and disposal of PHI:

PHI
face down
please

Place documents with identifying information **face down or protect with a cover** if they contain PHI and must be maintained on counters, desks or other places where patients or visitors might see them.

Keep documents in locked storage bins, locked desk drawers, or other secure areas after business hours

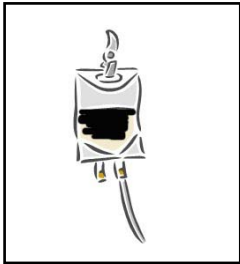
Be careful not to leave patient information at copy machines, fax machines, printers or in conference rooms.

When placing patient records in chart holders outside of examination rooms, **turn the records with the front cover facing the wall** or with identifying information otherwise covered, so the patient's information is not visible to passersby.

Do not leave charts open on WALLaroos. Keep WALLaroos closed when not in use.



DO NOT dispose of PHI in the trash or recycling bin. When discarding records or items containing PHI, use a shredder or place in a locked bin specifically designated as a shredding bin where the PHI will remain secure. All shredding bins are to remain locked.



IV bags and other medically related materials not suitable for shredding that are 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.

RESOURCES FOR YOUR HIPAA CONCERNS AND QUESTIONS-

If you have any concerns regarding HIPAA, the following resources are available:

- | | |
|--------------------------|----------------|
| Toll Free Reporting Line | 1-888-511-3969 |
| HIPAA Office | 501-614-2187 |
| IT Security Office | 501-686-6207 |

For further information, please refer to UAMS Policies [3.1.23](#) and [15.1.2](#).

If you have any general questions regarding HIPAA:

- HIPAA E-mail Box
- HIPAA Web Page

HIPAA@UAMS.EDU
<http://hipaa.uams.edu>

QUIZ

- PHI cannot be disposed of in which container or device?
 - Locked Security bin in my work area
 - Shredders
 - Trash cans or paper recycling bins
- I can dispose of a used IV in the trash without removing or marking out PHI printed on the label.
 - True
 - False
- How can I report a concern about HIPAA?
 - Call the toll free reporting line
 - Call the local HIPAA Office number
 - Contact a Supervisor
 - All of the above

Name _____ Dept. _____
 Phone number _____

Send to UAMS HIPAA Office, #829, to register for a prize drawing by 7/21/07!!!!!!