

Compliance Education

HIPAA Tips Sheet: Paper PHI

Where oh where has my paper gone? Paper PHI loss can be prevented!

Remember the following Guidelines when in the office, in the field or working remotely:

- ✓ Place paper PHI in folders without labels – don't carry in your pocket.
- ✓ Dispose of paper PHI by shredding in designated locked bins in the office – don't carry when no longer needed.
- ✓ When faxing, always re-check fax numbers for accuracy - know where paper PHI is being sent and received.
- ✓ When faxing, always use a confidential fax cover sheet
- ✓ Documents containing PHI are not to be removed from VNS Health - unless authorized and required to perform your job functions.
- ✓ Prevent loss of paper PHI when in transit – don't access paper PHI in the subway or when walking.
- ✓ Avoid leaving documents with PHI unattended in a car - if information must be kept in the car, secure it by storing it in the trunk.
- ✓ Do not leave paper PHI in the car overnight – the risk of break-ins is greater.
- ✓ Secure your remote work areas - use locked remote (home) offices, locked file cabinets and locked desks.
- ✓ Protect paper PHI in shared workspaces - turn it over or use a cover sheet.

If you suspect PHI has been shared inappropriately, lost or stolen - immediately notify your supervisor or a member of your Compliance Team.

For routine HIPAA questions, please contact the HIPAA and Privacy Team at their email:

HIPAAandPrivacy.Team@vnshealth.org

Report potential violations via web at www.vnshealth.ethicspoint.com or

via **VNS Health Compliance Hotline at 1-888-634-1558**