As a workforce member, it’s everyone’s job to protect our patients’ privacy. Only access patients’ protected health information (PHI) as necessary to perform your job responsibilities as defined by your job role. Beware of your actions to reduce the risk of privacy violations. STOP, THINK, PROTECT!

Audits of access are conducted regularly on electronic EMRs. If you access records for non-business purposes, corrective and disciplinary actions may include loss of privileges, an impact to your professional license, and can lead to progressive discipline, up to Separation!

- DPH computer systems are solely for city business
  - Using the computer system for personal reasons is a misuse of city resources
- Furthermore, log on screens state “Important HIPAA Notice: Patient health information is confidential”.
  - Authorized users may access individual patient information only for valid healthcare delivery or operational reasons.
  - “Snooping” into medical records without a business reason is strictly prohibited.
  - Per SFDPH policy, you may not view your own medical record without authorization.
  - All access to patient information is logged and subject to audit.

Things you need to know...
Failure to comply with HIPAA requirements can result in civil and criminal penalties. These penalties can apply to both covered entities and individuals.
- Fines and penalties applies to individuals and institutions up to $250,000
- Employees are personally responsible for fines levied against them
- Violations may impact your professional license
- Disciplinary actions may include separation

Report a Privacy Breach:

Report Privacy Breaches IMMEDIATELY (within 24 hours):
the Office of Compliance and Privacy Affairs
Privacy & Compliance Toll-Free Hotline: 855-729-6040
compliance.privacy@sfdph.org