SFGH Privacy Office

PRIVACY PULSE

Privacy and Confidentiality Reminders

September 2014 issue

Protected Health Information

Protect It!

Protect Hardcopies of PHI:

- You should never take printed material containing PHI off campus. If you are transporting records to another site, ensure the documents are secure and with you at all times.
- Double check all mailings. Ensure you have enclosed only the patient information that pertains to the person whose name is on the envelope. Please ensure all mailings are correctly prepared for sending.

Encrypt It!

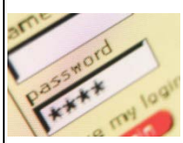
Encrypt Your Electronic Devices:

- Check with IT support to ensure that your laptop, mobile devices, and flash drives are encrypted.

Encrypt Your Emails containing PHI:

- When sending PHI via email, only use your work email account and activate secure email by using Secure: in the subject line
- Do not put identifying information on the subject line.
- Do not send confidential information unless absolutely necessary. De-identify the information if possible
- Never use a personal email account, such as yahoo, gmail, or Hotmail to send PHI

Secure It!



Secure all FAX machines:

- Always verify the recipient's fax number before transmitting
- Always use a cover sheet with a confidentiality statement
- Always send only the minimum necessary!
- Reference Policy for secure transmission of protected health information (PHI) [# 8.14]

Secure your PASSWORDS:

- NEVER share your confidential password with anyone!
- Always remember to log off of your computer system when you are away from your desk.

Shred It!

Shred the Hardcopies of PHI:

- When disposing confidential paper and other record with Protected Health Information (PHI), you must use secured shredding bins.
- **DO NOT** dispose PHI in the recycling or trash bins.
- Recycling and Trash bins are **NOT secure.**

Report It!

Report every Breach of Protected Health Information (PHI):

- Privacy Officer: Maggie Rykowski (415) 206-4294
- Privacy Hotline: (415) 206-2354
- Email contact: Maggie.rykowski@sfdph.org or suna@sfghdean.ucsf.edu
- Reference to Reporting a privacy breach policy [#8.27]

The Privacy Office also provides consultation on all privacy related questions. If you have any questions, please feel free to contact us.