



HIPAA's Privacy Rule regulates the sharing of protected health information (PHI) in order to prevent security risks for healthcare organizations and maintain patients' privacy. To ensure that records are always safeguarded, only authorized and trained personnel should have access to PHI. Follow the tips below to protect the privacy of confidential information and PHI in your facility.

1. Avoid patient-related discussions in public areas.
2. Use low conversational tones in the clinical and reception areas where patients might overhear discussions.
3. Obtain verbal permission from patients before discussing information in front of family and friends.
4. Discuss PHI only in accordance with your job duties.
5. Keep all information received at work confidential. Do not post PHI or other confidential information to social networking sites such as Facebook or Twitter.
6. Do not let friends or family members use your laptop or personal computer if it contains PHI.
7. Do not leave your laptop or thumb drive unattended in your car if it contains PHI.
8. Always use a cover sheet when transmitting information by fax. Do not put confidential information on the cover sheet.
9. Use secure shredder bins to dispose of documents containing PHI or other confidential information. Never recycle documents containing confidential information.
10. Report suspected privacy violations to HIPAA privacy official at 877-835-5267.