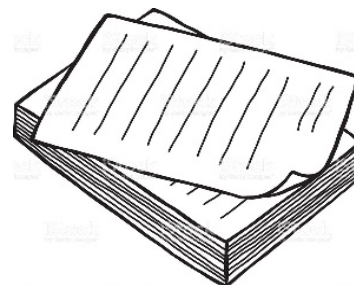


This is a reminder that all HUH workforce members have a responsibility to safeguard our patients' protected health information (PHI).



- Refrain from discussing PHI in public areas of the hospital.
- Speak at a low volume.

- Clear PHI from your workstation.
- Dispose of PHI in the shred bin.
- Lock desk drawers, cabinets, rooms, and buildings that store PHI.



- Keep your login credentials private and secure.
- Do not access or snoop in PHI unrelated to your job.
- Use caution when printing, faxing, and mailing.
- Do not send unsecured PHI outside of the HUH email system.

The Confidentiality of Protected Health Information Policy (COM-030-021) can be found at:
[Policy Manager - MCN Healthcare \(ellucid.com\)](#)