

Mobile Work Station Reminders



- **Log-off when you are done.**
- **Remove all patient labels.**
- **Remove all PHI from work station.**

- **Do not leave any PHI paperwork on workstation.**
- **Do not leave PHI face up and unattended.**



- **Check all shelves for PHI when done.**
- **Dispose of PHI in the shred bin.**
- **Report PHI left unsecure.**

Do you have a compliance or privacy concern?

Contact the Compliance Department by emailing HUH_Compliance@huhosp.org, or calling (202) 865-5266
If you would like to make an anonymous report, please call the Hotline at (800) 654-0323.