

A Message from the Compliance Department: Limit Disclosure of Patient Information

The Minimum Necessary Standard requires that protected health information (PHI) is only shared when needed to complete an individual's job duties. We must limit inappropriate disclosure of PHI. This includes **all individually identifiable health information**, including name, birthdate and other personal data, insurance information, and medical information. When sending information by email, fax or other electronic method, please keep these tips in mind:

DO:

- When possible, avoid putting PHI in emails.
- When required, limit the amount of PHI to only what is needed.
- When sending PHI outside of the HUH network add [HUH secure] in the subject line, to make sure the message is encrypted.
- Include your name and contact information in every email.
- Include a confidentiality statement in your email.
- Refer to your supervisor or manager about your access level.

DON'T:

- Send PHI unless you have verified the recipient's address.
- Send mass emails with PHI.
- Send PHI outside of the HUH network without encryption.
- Include the patient's name as the subject line of an email.
- Forward emails without checking to see if PHI should be removed or limited.

Every employee should have an email signature line. Emails containing PHI or other confidential information should include a statement like this:

The information contained in this transmission may contain privileged and confidential information, including patient information protected by federal and state privacy laws. It is intended only for the use of the person(s) named above. If you are not the intended recipient, you are hereby notified that any review, dissemination, distribution, or duplication of this communication is strictly prohibited. If you are not the intended recipient, please contact the sender by reply email and destroy all copies of the original message.

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 anonymous report, please call the **Hotline at (800) 654-0323**