

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

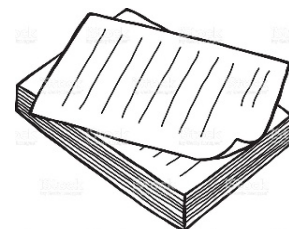
Transport



- Use an envelope or folder to prevent paper PHI from being exposed to public view by individuals without authorization.
- Only print, fax, or mail PHI if absolutely necessary.
- Make sure you verify and validate fax numbers, email addresses, and physical addresses prior to sending any PHI by any of those methods.
- Do not send unsecured PHI outside of the HUH email system.
- Retrieve PHI immediately from the fax machine or printer.
- Make sure patient labels are secured to each document during transport.

Storage

- PHI should be stored out of sight of unauthorized individuals, and should be locked in drawers, cabinets, or rooms when not in use.
- Ensure that a cover sheet is utilized on documentation left at nurses stations (transfer logs, visitor sign-ins, etc.).
- Secure paper PHI that is not being utilized by flipping it over or placing it in secure drawer.



Disposal



- Verify all PHI is removed from areas no longer in use prior to closing the unit.
- Ensure PHI is cleared from workstations.
- Ensure PHI is properly disposed in shred bins.
- Make sure patient labels are not sticking to any shred bins when disposed

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

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**