



## HIPAA Program Office

### HIPAA Pointers for Epic Ambulatory Go Live – May 2012

---

The University of Chicago Medicine's (UCM) transition to an electronic medical record is an important step in continuing to provide safe, effective, and patient-centered care. UCM's commitment to protecting the privacy and security of a patient's health information goes hand-in-hand with providing the highest quality health care. The HIPAA Program Office would like to remind all UCM staff and faculty of some important HIPAA pointers:

- **Do not share your password or your tap-and-roam card.** You will be held responsible for all activity done under your user i.d. and password.
- **Only access the protected health information (PHI) that is necessary to perform your job.** Do not access the records of family, friends, coworkers, celebrities, or public figures. UCM has a *zero tolerance policy* for intentional snooping and sharing of passwords, leading to termination of employment.
- **Do not transport PHI out of the Medical Center campus.** If transport is necessary, never leave PHI or portable devices (e.g. laptops, ipads, smart phones, USB drives) with PHI unattended.
- **Lock/log-off your computer when you are away from your workstation.** An "open" session exposes you to the possibility of an unauthorized individual altering or deleting PHI under your user i.d. Be careful of leaving open a session while a patient waits for a physician in an exam room.
- **Discard documents with PHI in a shredding container.** PHI should not be placed in the regular trash or recycle bins.
- **Use private areas to discuss patient information with colleagues, patients, and family.** Be aware that patients in interior waiting areas or exam rooms may be able to hear discussions in the hallway or on a speaker phone. Use discretion and lower your voice when having conversations concerning patients in non-private areas.
- **Patients will still need to complete a "Request and Authorization to Copy Health Information" form if they want a copy of all their records.** A patient will still need to submit the form to Health Information Management (HIM/Medical Records) for complete records, but for a copy of a clinic note or lab result from a previous clinic visit, the clinic may print it out and release it to the patient. The physician or clinic must document this release in Epic.
- **Report potential privacy incidents to the HIPAA Program Office as soon as possible.** The main office number is 4-9716, and the Office is located in L-147 (off Wyler Pavilion and near OccMed).

Remember, it is our duty and responsibility to earn and maintain the trust of our patients. **Patients expect and assume that we are protecting their confidentiality and health information.**

---

*For more information, please contact the HIPAA Program Office at 4-9716  
or visit the website at <http://hipaa.bsd.uchicago.edu>*