



HIPAA Essentials for Storing, Disclosing, and Disposing of PHI Requested Through the Trusted Requestor Process

Faculty and staff who use Protected Health Information (“PHI”) for purposes other than for treatment or payment must go through the “Trusted Requestor Process.” Requestors must complete the PHI Request Form found on the HIPAA Program Office’s website (http://hipaa.bsd.uchicago.edu/TR_Form.pdf).

After receiving the requested PHI, staff and faculty must store, disclose, and dispose of PHI in a way that complies with HIPAA rules and the University of Chicago Medicine’s policies and procedures. Below are some things to remember:

STORAGE OF PHI

Paper

- All documents containing PHI must be stored securely in locked drawers/cabinets and offices.
- Do not store documents in cars or home offices.

Electronic

- Store PHI on a secure UCM network server, never on your computer’s hard drive.
- Best practices dictate that PHI should not be stored on portable, electronic media devices and taken off campus. However, if PHI is on a portable device (e.g. laptops, memory sticks, ipads), secure media devices with encryption technology.
- Never leave devices unattended.

DISCLOSURE OF PHI

- If PHI will be used for purposes other than treatment, payment or health care operations outside UCM, specific written patient authorization is required.
 - A specific Authorization form for educational use of a patient’s PHI for case studies, presentations, articles, textbooks, internet publications, or other publications is available at the HIPAA Program Office (ext. 4-9716).
 - A general patient Authorization form is available on the HIPAA website: http://hipaa.bsd.uchicago.edu/faculty_staff.html.
- **Do not email reports or any PHI to personal email accounts. (e.g. gmail, hotmail, yahoo, etc.) Only use your BSD, UCHospital or UChicago departmental email address.**

DISPOSAL OF PHI

- Discard documents with PHI in a locked shredding container. PHI should not be placed in the regular trash or recycle bins.
- A Limited number of CDs/flash memory sticks may be disposed of in the shredding bins. Otherwise, contact the EVS Department for other arrangements.
- To discard a UCM computer, contact CBIS at 2-3456 for assistance. Do not go through the University’s NSIT Computer Recycling Program to dispose or donate a University of Chicago Medicine computer.

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).

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