

# Turn Awareness Into Action...

## Just The “Fax” Checklist

### *When Faxing PHI or Other Sensitive Information...*

- Use an UCMC fax cover sheet with approved privacy disclaimer which can be found at <http://hipaa.bsd.uchicago.edu>.
- Check manually entered fax numbers before pressing send.
- Check pre-programmed fax numbers regularly.
- Remove PHI and other sensitive information timely.
- First call the recipient to verify that he/she is waiting at the machine when faxing “*highly confidential information*” (e.g. *HIV/AIDS, Mental Health, Genetic Testing*).
- Ask the individual/location to destroy or return the materials to you, if you faxed them in error. Then log the erroneous disclosure in the Disclosure Tracking system (DisclosureTrac) which can be accessed via the UCMC Intranet - <http://home.uchospitals.edu/>.

**DO THE RIGHT THING!  
PROTECT PATIENT CONFIDENTIALITY**

Contact the HIPAA Program Office at 4-9716 with questions or visit our website at <http://hipaa.bsd.uchicago.edu>