



## HIPAA Privacy Program Reference Sheet

*Our office is a resource available to you to discuss situations, questions, and concerns.*

<p><b>HIPAA Privacy Program</b> 5841 S. Maryland Ave., MC 1000 Chicago, IL 60637 Telephone: (773) 834-9716; Fax: (773) 702-6278 Email: <a href="mailto:HPO@bsd.uchicago.edu">HPO@bsd.uchicago.edu</a> Website: <a href="http://hipaa.bsd.uchicago.edu/">http://hipaa.bsd.uchicago.edu/</a></p> <p><b>Erik Decker</b> <b>Chief Security and Privacy Officer</b> Telephone: (773) 834-5471 Email Address: <a href="mailto:erik.decker@uchospitals.edu">erik.decker@uchospitals.edu</a></p> <p><b>Karen Habercoss</b> <b>Associate Privacy Officer</b> Telephone: (773) 834-2563 Email Address: <a href="mailto:khabercoss@bsd.uchicago.edu">khabercoss@bsd.uchicago.edu</a></p> <p><b>Mirza Baig</b> <b>Privacy Analyst</b> Telephone: (773) 834-0552 Email Address: <a href="mailto:mbaig1@bsd.uchicago.edu">mbaig1@bsd.uchicago.edu</a></p> <p><i>Our office is a resource available to you to discuss particular situations, questions or concerns.</i></p>	<p><b>Ordering Instructions for the following:</b></p> <ul style="list-style-type: none"> <li>• Notice of Privacy Practices Tri-Fold Document</li> </ul> <p>Send an email to <a href="mailto:Purchasing.Xerox@uchospitals.edu">Purchasing.Xerox@uchospitals.edu</a></p> <p>Provide the following information:</p> <ol style="list-style-type: none"> <li>1. Indicate you are ordering the <b>Privacy Practices Tri-fold document 107.99</b></li> <li>2. <i>Quantity needed:</i></li> <li>3. <i>Cost Center:</i></li> <li>4. <i>Delivery Location:</i></li> <li>5. <i>Contact Name:</i></li> <li>6. <i>Phone Number:</i></li> <li>7. <i>Date Due (Please allow 3 business days if possible):</i></li> </ol>
<p><b>PHI Disposal:</b> If you need assistance with disposal of materials containing PHI</p> <p><b>Call Environmental Services (773) 795-5537, Option 1, for</b></p> <ul style="list-style-type: none"> <li>➤ Shred Containers</li> <li>➤ Pick-up for bulk waste containing PHI</li> <li>➤ Diskettes and CD-ROMS (Bulk Quantity)</li> <li>➤ Unattended bags of paper for shredding</li> </ul> <p><b>Call Chicago Biomedicine Information Services (CBIS) (773) 702- 3456</b> for the disposal of</p> <ul style="list-style-type: none"> <li>➤ UCMC Computers</li> <li>➤ BSD Computers</li> <li>➤ Tablets and Other Portable Electronic Devices</li> </ul> <p><b>Please Note:</b> Do <i>not</i> place computers or other portable electronic devices in the Medical Center's basement for disposal and do not go through the NSIT Computer Recycling Program to dispose or donate UCMC/BSD computers.</p> <p><b>UCMC Security (773) 702-6262 DCAM Security (773) 834-7000</b></p>	<p><b>HIPAA Guidance Documents</b></p> <p>Reference materials and guidance documents are available for your use. They further assist UCMC in its HIPAA compliance efforts and help promote consistent ways that departments and locations can protect patient privacy without having to "reinvent the wheel."</p> <p>Guidance Documents: <a href="http://hipaa.bsd.uchicago.edu/guidances.html">http://hipaa.bsd.uchicago.edu/guidances.html</a></p> <hr/> <p><b>Toll-free Resource Line: 1-877-440-5480, select Option 2</b></p> <p>We have established a hotline to maintain open lines of communication and give you a way to report potential violations or instances where you think we may not be in compliance with laws, policies and regulations. All calls are <b>confidential</b> and you are not required to leave your name.</p> <p>The <b>Resource Line</b> is available 24 hours a day.</p>

[UCMC Information Security Website](#)

Email UCMC Information Security Office: [IT.Security@uchospitals.edu](mailto:IT.Security@uchospitals.edu)

[BSD Information Security Website](#)

Email BSD Information Security Office: [security@bsd.uchicago.edu](mailto:security@bsd.uchicago.edu)