HIPAA Program Office
5841 S. Maryland Ave.,
AMB L147 (MC 1000),
Chicago, IL 60637-1470
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Not sure if HIPAA affects your department or if something you saw or heard is a violation of HIPAA? Contact our office to discuss your particular situation, questions or concerns.

Ordering HIPAA Related Forms and Booklets*

- HIPAA Sign-In Sheet with Removable Labels (Product ID: SGNSHT – qty. 100/pk)
- Notice of Privacy Practices (NPP) Booklets (Product ID: HIPAA Booklet – qty. each)
- NPP Acknowledgement Form (Product ID: 10.26 – qty. 100/pk)

Visit the UCMC Intranet site at http://home.uchospitals.edu/ - Under the Employee Tools Tab (Purchasing), click on North American Corporation.
Each department manager has a user ID and password.
- or-
Contact Greg Jandacek
(847) 832-4180
gjandacek@nacorporation.com

* For other HIPAA related forms such as:
- NPP versions in Spanish and Arabic
- NPP Acknowledgement Form (single form)
- Fax Coversheet
Visit the HIPAA website at http://hipaa.bsd.uchicago.edu

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PHI Disposal

If you need assistance with the disposal of materials containing PHI, please contact:

Environmental Services (EVS) – (773)702-6296
- Shred Containers
- Pick-up for bulk waste containing PHI
- Diskettes and CD-ROMs (Bulk Qty)

UCMC IS Help Desk – (773)702-1400
- Discarding a Computer (Compaq or Hewlett-Packard)

BSD IS Help Desk – (773)702-2056
- Discarding a Computer (Dell)

DO NOT LEAVE COMPUTERS IN THE BASEMENT TUNNEL OF THE HOSPITAL – PHI IS NOT REMOVED BE FOR THEY ARE DISCARDED!

NSIT Computer Recycling Program

Removes all data and software from old computers and donates them to local schools.

Individuals can drop off computers at the Campus Computer Store’s Warehouse – 6019 S. Kimbark. Mon. – Fri. from 8:30 am to 4:30 pm. Please call ahead to alert them of your delivery (773)702-3453.

If you need to discard many computers at one time, contact Elijah Moss at emoss@uchicago.edu or call (773)702-7913 to schedule a free pick-up.