HIPAA Program Office
5841 S. Maryland Ave.,
AMB L147 (MC 1000),
Chicago, IL  60637-1470
Telephone: (773) 834-9716 ● Fax: (773) 702 – 6278
Website: http://hipaa.bsd.uchicago.edu/

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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.

PHI Disposal

Environmental Services (EVS) – (773) 702-6296

If you need assistance with disposal of materials containing PHI
- Shred Containers
- Pick-up for bulk waste containing PHI
- Diskettes and CD-ROMs (Bulk Qty)
- Unattended bags of paper for shredding

Discarding a Computer

Chicago Biomedicine Information Services (CBIS) – (773) 702-3456

If you need assistance with the disposal of
- UCMC Computer (Compaq or Hewlett Packard)
- BSD Computer (Dell)

Please Note: Do not place computers 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.

HIPAA Best Practices Library (BPL)

Best Practices are tools such as signs, flyers, labels, stickers, checklists, or procedures. 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.”

Visit the HIPAA BPL at http://hipaa.bsd.uchicago.edu/best_practices.html

Ordering HIPAA Related Forms and Booklets*

- HIPAA Sign-In Sheet with Removable Labels
  (Product ID: 10.50 – qty.100/pk)
- Notice of Privacy Practices (NPP) Booklets
  (Product ID: HIPAABOOK – qty. each)
- NPP Acknowledgement Form
  (Product ID: 10.26 – qty. 100/pk)
- Password Card (Inpatient Blue Card)
  (Product ID: 10.51 – qty. 500/pk)

Visit the UCMC Intranet site at http://home.uchospitals.edu/

Under the Employee Tools Tab (Purchasing),
Click on WorkflowOne
To log onto the system, use company ID 3664. Each department manager has an individual User ID and password.

Contact Jackie Roberson
(630) 467-8345
Jackie.roberson@workflowone.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

Toll-free HIPAA Resource Line: 1-877-440-5480

Call to find answers to any questions you have about HIPAA.
You may also call the line to report possible instances where you think we may not be in compliance with the HIPAA law.
All calls are confidential and you need not leave your name.

The HIPAA Resource Line is available 24 hours a day.

Security Contact Information: UCMC Security – (773)702-6262  DCAM Security – (773)834-7000