
TRANSPORTING MEDICAL RECORDS

All medical records and documents containing patient protected health information (“PHI”) must be adequately secured to help ensure our patients’ information is not exposed to unauthorized individuals.

All staff and faculty should follow these standards when transporting medical records, documents and portable media devices (such as laptops or flash drives) containing PHI:

Transporting Within The Medical Center

- When carrying medical records throughout the Medical Center, make sure PHI is facing away from public view. Use an envelope or accordion folder.
- While transporting PHI on a rolling cart, place the records in secure containers or cover the records.
- Never leave PHI (including portable media devices) unattended.

When Moving Office Spaces

- Records, documents containing PHI or laptops should not be left in an unlocked or unsecured area.
- Boxes containing PHI should be numbered, labeled and logged to avoid being misplaced.
- Never leave PHI or laptops unattended, even temporarily, including in front of buildings or in hallways.
- Once you reach your destination, make sure all items are accounted for.

We recommend that PHI not be transported off the UCMC campus, but if you must do so, follow these guidelines:

Transporting From/To Off-Site Clinics

- Only transport PHI off-site if you have your supervisor’s approval and only if it is necessary.
- Only transport the minimum amount of PHI necessary.
- Never leave PHI (including portable media devices) unattended, including your car.
- Maintain a log of files or documents that are leaving the UCMC. When you arrive at the off-site clinic, immediately make sure all the files you listed on the log are in your possession.

Can I Take PHI Home?

Taking PHI home presents a greater risk to not only UCMC, but also the patient. Not all employees can work from home, and you should consult your supervisor or manager whether this is allowed. If you are in a department that does not allow working from home, PHI should never be taken home.

If you are allowed to work from home, all documents containing PHI and portable media devices must be maintained in a secure location. Before removing PHI from UCMC, ask yourself these questions:

1. Can the PHI and laptop be maintained securely while it is out of the office? Will I be able to keep track of the PHI or laptop if I make a stop before arriving to my final destination?
2. How will the PHI be tracked while it is out of the office?
3. If the PHI or laptop is lost or stolen from my car, will I know whose information is at risk?
4. Do I know the proper procedure if the PHI or laptop is lost or stolen?

It is the responsibility of all staff and faculty to secure all patient PHI on campus and off campus.