# Reference Sheet

## Office of Corporate Compliance

**HIPAA Privacy Program**
5841 S. Maryland Ave.,
AMB L147 (MC 1000)
Chicago, IL 60637-1470
Telephone: (773) 834-9716; Fax: (773) 702-6278
Email: HPO@bsd.uchicago.edu
Website: [http://hipaa.bsd.uchicago.edu/](http://hipaa.bsd.uchicago.edu/)

Krista Curell, Esq., RN
Vice President- Risk Management, Patient Safety and Compliance
Telephone: (773) 834-0473
Email Address: krista.curell@uchospitals.edu

Catherine Ostapina
Associate Compliance Officer
Telephone: (773) 834-3424
Email Address: costapin@bsd.uchicago.edu

Tasha Osafo
Senior Privacy Analyst
Telephone: (773) 834-3047
Email Address: tosafo@bsd.uchicago.edu

Our office is a resource available to you to discuss particular situations, questions or concerns.

## Ordering Instructions for the following HIPAA Documents

- Notice of Privacy Practices Tri-Fold Document
- NPP Acknowledgement Form
- HIPAA Tips Staff Guide

Send an email to Purchasing.Xerox@uchospitals.edu

Provide the following information:

1. Indicate if you are ordering the Privacy Practices Tri-fold document, NPP Acknowledgement Form, or the HIPAA Tips Staff Guide (Note: You also have the option of ordering the Acknowledgement Form in pads of 100 for an additional 50 cents per pad. Indicate if you would like to add this option to your order.)

2. Quantity needed:

3. Cost Center:

4. Delivery Location:

5. Contact Name:

6. Phone Number:

7. Date Due (Please allow 3 business days if possible):

## PHI Disposal:

If you need assistance with disposal of materials containing PHI:

**Call Environmental Services (773) 795-5537, Option 1, for**
- Shred Containers
- Pick-up for bulk waste containing PHI
- Diskettes and CD-ROMS (Bulk Qty)
- Unattended bags of paper for shredding

**Call Chicago Biomedicine Information Services (CBIS) (773) 702-3456 for the disposal of**
- UCMC Computers (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.

UCMC Security (773) 702-6262  DCAM Security (773) 834-7000

## HIPAA Guidance Documents

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.”

Guidance Documents: [http://hipaa.bsd.uchicago.edu/guidances.html](http://hipaa.bsd.uchicago.edu/guidances.html)

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

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 confidential and you are not required to leave your name.

The Resource Line is available 24 hours a day.