**Office of Corporate Compliance**  
**HIPAA Program**  
5841 S. Maryland Ave., AMBL147 (MC 1000)  
Chicago, IL 60637-1470  
Telephone: (773) 834-9716; Fax: (773) 702-6278  
Email: HPO@bsd.uchicago.edu  
Website: http://hipaabsd.uchicago.edu/

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**Vice President- Risk Management, Patient Safety and Compliance**  
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**Senior Privacy Analyst**  
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Email Address: tosafo@bsd.uchicago.edu

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.

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### Ordering Instructions for the following HIPAA Documents

- Notice of Privacy Practices Tri-fold Document
- NPP Acknowledgement Form

Send an email to Purchasing.Xerox@uchospitals.edu

Provide the following information:

1. Indicate if you are ordering the Privacy Practices Tri-fold document 107.99 and/or the NPP Acknowledgement Form (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):

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### 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

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### HIPAA Guidance Documents

Reference materials and guidance documents are available for your use. Please review them online or print them out. 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://hipaabsd.uchicago.edu/guidances.html](http://hipaabsd.uchicago.edu/guidances.html)

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**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.