

# Report on Medicare Compliance Volume 31, Number 16. May 02, 2022 HIPAA Handout for Department Meetings

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Teresa Garber, PHI coordinator at Augusta Health in Virginia, hands out this tip sheet when she meets with departments, one at a time, to talk about HIPAA. Garber does a presentation on protected health information and other aspects of privacy and security, the gift policy, conflicts of interest and diversity, and she has a question-and-answer session with the employees. Contact Garber at [tgarber@augustahealth.com](mailto:tgarber@augustahealth.com).

## REMEMBER!

The 18 identifiers that make health information PHI are:

Names

Dates, except year

Telephone numbers

Geographic data

Fax numbers

Social Security numbers

Email addresses

Medical record numbers

Account numbers

Health plan beneficiary numbers

Certificate/license numbers

Vehicle identifiers and serial numbers, including license plates

Web URLs

Device identifiers and serial numbers

Internet protocol addresses

Full face photos and comparable images

Biometric identifiers (e.g., retinal scan, fingerprints)

Any unique number or code

**DO NOT SEND** email containing PHI to a non-Augusta Health email address.

**DO NOT TEXT** any type of PHI (any of the 18 identifiers).

Securely store laptops when unattended.

Log off or badge out of computers when walking away.

Keep your password confidential.

**DO NOT** discuss patients in the elevator, hallway, cafeteria, etc., where someone could overhear PHI.

**DO NOT** access any medical record without a referral/question/business/clinical need. Curb curiosity! No proactive monitoring.

**Faxing:** Double check fax numbers and use a cover sheet.

**Before handing a patient medical record documents, make sure that the name on the documents are for the patient you are handing them to. Initial or HIGHLIGHT the patient name and birthdate as verification prior to disclosing to the patient.**

Refrain from taking pictures in patient care areas with your personal cell phone.

**DO NOT POST** information via social networking (Facebook, Twitter, Instagram, Snapchat, etc.) that involves patient information you know from being a team member at Augusta Health. It's inappropriate to post information about your work at Augusta Health.

**If you SEE something, SAY something!**

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