HIPAA Information – Storing PHI

Good afternoon, Health Care Component contacts –
Please read the information below carefully and distribute it to all individuals within your HCC. It is extremely important that ALL individuals take immediate steps to comply with the following:

- Ensure that **all PHI is stored on secure servers** in the campus enterprise data center and not on desktop or portable computers or electronic media outside the data center. For example, spread sheets containing PHI must be stored on a designated secure server in the data center and not on the local desktop that is used to access the server files. If possible (and appropriate for your HCC) store all PHI on the EMR server. Desktop computers are used to access PHI stored on data center servers such as the EMR server.

- Ensure that electronic systems for patient mailings and faxes are properly programmed in order to prevent documents containing PHI from being sent to the wrong individual. Regular verification of system information should be conducted.

- Ensure that all portable devices that contain PHI are properly encrypted.

Thank you for your attention to this important matter. If you have questions, please do not hesitate to contact Jill Raines, your IT representative, or Randy Moore, IT Security Officer.