Good morning!

Is your HCC planning a move this summer? As you're packing boxes and unplugging equipment, please be sure that your moving TO DO List also includes these steps, required by HIPAA and University policy:

1. Paper files - Boxes that contain PHI that are being moved must be secured at all times. They should not be left unattended in areas that unauthorized individuals have access to, such as hallways or loading docks.

2. Inventory – Do you know what PHI (paper, film, devices) you are moving? Having an inventory of what PHI is being moved is necessary to ensure that all PHI arrives at the new location.

3. Equipment – Equipment that contains PHI must be on your device inventory – be sure to update your inventory showing the new location (or ask your Tier 1 to update it) when you complete the move.

4. Storage – If you are using this move as a time to send old files to storage, be sure to document what is sent to storage. Use only University-approved storage locations.

5. Movers – If you are not using OU employees for the move to your new location, be sure Purchasing knows that you need Business Associate terms included with your moving services agreement.


We hope these reminders help you have a smooth move. If you have any questions or concerns about moving PHI, please contact Jill Raines, HIPAA Privacy Official, (405)271-
2033; Mary Milano, HIPAA Compliance Auditor, (405)271-6674; or Marty Walton, (405)271-2033. OU Physicians clinics may also contact Sally Duckett at x46947 or Michelle Goins 918-619-4117 for assistance.

Mary L. Milano, CHP, CSCS, CHPSE  
IHPPA Compliance Auditor  
University of Oklahoma  
Health Sciences Center  
Office of Compliance  
405-271-6674 (office)  
405-313-9783 (cell)  
Anonymous Hot Line  
405-271-2223  
866-836-3150

Jill Bush Raines  
Assistant General Counsel, Office of Legal Counsel  
and University Privacy Official  
The University of Oklahoma  
1000 S.L. Young Blvd., Room 221  
Oklahoma City, OK 73117  
(405) 271-2033  
(405) 271-1076 (fax)  
jill-raines@ouhsc.edu

Confidentiality Notice
This e-mail, including any attachments, contains information from the University of Oklahoma, which may be confidential or privileged. The information is intended to be for the use of the individual or entity named above. If you are not the intended recipient, be aware that any disclosure, copying, distribution or use of the contents of this information is prohibited. If you have received this email in error, please notify the sender immediately by a "reply to sender only" message and destroy all electronic and hard copies of the communication, including attachments.