

DO'S & DON'TS

FOR HIPAA COMPLIANCE

DO'S

Lock your workstation prior to leaving it unattended

Use approved procedures for:

- Sharing ePHI with others
- Disposing of patient records / ePHI
- Report lost or stolen devices immediately

Contact your Compliance Specialist if unsure of process or procedure

Reporting all potential HIPAA violations

DON'TS

Access patient records without need to do so

Discuss patients on social media, unapproved text message, or with individuals who are not authorized

Leave transportable media (ie USB drives) or documents containing PHI unattended

Share your passwords/accounts with other employees

Use ePHI on unapproved personal devices

To learn more about building a healthcare security and compliance program, go to

www.sans.org/sec474