# 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](http://www.sans.org/sec474)