

# ACTIVE PRIVACY PROTECTION

## Keep Medical Records Confidential

Patients' paper medical records contain protected health information (PHI). The records include information such as patient name, address, birth date, SSN, physician and nurse notes, diagnosis, lab results, medications, and even highly confidential information regarding HIV/AIDS, Mental Health, and Genetic Testing.

Patients expect and trust us to protect their information **at all times** - that includes when it is stored, used for medical care, and when it is in **your** possession.

Let's make sure our patients' medical records are not EXPOSED to "unauthorized individuals" - people who do not need to know the information.

Follow these easy tips to minimize the chances of exposing PHI:

1. When carrying medical records throughout the facility, including standing in elevators, in the hallway or common areas, make sure PHI is facing toward your body and away from public view.
2. While transporting medical records, either turn the records over to conceal PHI (e.g. patient name, medical record #), place the records in secure containers, or cover the records with a sheet.
3. Never leave documents containing PHI unattended or in work areas where unauthorized individuals (the public, family, co-workers) can see them. Store a patient's medical record in a designated secure place when you are not using it. Do not keep records at the examination room, bedside, or outside the patient's room.
4. Medical records should be turned over to hide PHI from the view of other patients.
5. Medical records must be kept in a designated secure location, except while in use, and access to the location and information is limited to individuals with a need to know.

Do The Right Thing...  
Keep Medical Records Confidential.

