At Holy Cross Health, we place great importance on the confidentiality and security of our patients’ information. If you have any questions or concerns related to HIPAA or patient privacy, you may contact Integrity and Compliance Officer and Privacy Official Max Siegel at 301-754-7107. You also may utilize the Integrity Line at (866) 477-4661 or file an online report at www.mycompliancereport.com (access code THO).

**HIPAA Tip**

**Are You Taking Patient Information Offsite?**

If you take Protected Health Information (PHI) offsite for your job-related duties, it is your obligation to take the following precautions to protect the physical integrity, security, and confidentiality of the PHI.

- **Safeguard both electronic and hard copies of PHI from unintentional use or disclosure:**
  - Secure and encrypt laptops, cell phones, and other electronic portable devices and electronic media containing PHI. Do not leave any of these devices unattended.
  - Secure printed copies of PHI. Original records should never be removed from the facility with the exception of when you are a colleague providing care in home health and community settings. In those settings, PHI should always be properly secured.
  - Dispose of PHI appropriately; never place any PHI in the general trash!

- **Reduce your risks by keeping PHI in paper or electronic form only as long as needed when offsite:**
  - Return printed copies of PHI to a secure shred bin for disposal.
  - Delete any electronically stored PHI from computer hard drives, flash drives, and portable electronic devices.
  - Upload PHI from your laptop to a Holy Cross Health secure network as soon as possible.

- If any printed PHI or electronic device containing PHI is misplaced or stolen, you must report the incident immediately. Contact your manager or Integrity and Compliance Officer and Privacy Official Max Siegel at 301-754-7107.

Thank you for protecting our patients' privacy!