



HIE
NETWORKS

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Ways You're
Violating
HIPAA Today &
What To Do
About It

Unsecured Records

1

Healthcare staff should keep track of all patient data and make sure it is stored in a safe place. Paper files should be locked in a cabinet or desk. Digital files should require passwords and other safety measures.

Unencrypted Data

2

Encrypting data adds an extra layer of protection to digital files if they should be lost or stolen. Encrypting is not one of the HIPAA requirements, but it is extremely recommended.

Improper Disposal of Records

3

It is important to make sure to dispose of files correctly. They should be destroyed, shredded or wiped from a harddrive.

Emailing PHI

4

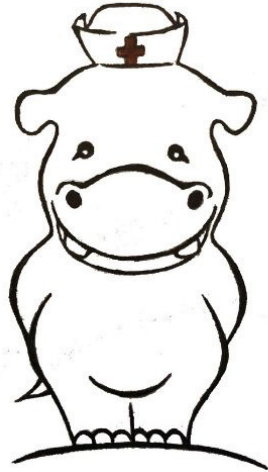
Even though emailing isn't restricted by HIPAA laws, it can be tricky sending patients names and other personal information, so it's best not to use email as your main source of communication.

Talking about patients with coworkers or family members

5

Conversations about PHI should be kept behind closed doors with appropriate personnel only. Talking about patients can come with a large fine.

Hipaa the hippo says...



**You're most
likely breaking
the law...**

How to Prevent HIPAA Violations:

- **Stay educated about changing HIPAA regulations**

HIPAA laws and regulations change every so often and it is important to make sure you and your staff are up to date on those changes.

- **Keep any personal information files out of the public eye**

The best way to prevent any HIPAA violations is to make sure all personal health information is secure and out of reach of the public.

- **Contact HIE Networks for a free consultation about how we can simplify your PHI**

HIE is the solution! We offer many services including hFax, hMessage, hConnect and hImage to make sure the transfer of your personal health information is easy and HIPAA compliant.

Contact us+