

# SUNY DOWNSTATE MEDICAL CENTER

## UNIVERSITY HOSPITAL OF BROOKLYN POLICY AND PROCEDURE

No. HIPAA-9

**Subject:** FAXING PATIENT INFORMATION

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### I. PURPOSE

To establish a policy and procedure for transmission of protected health information via facsimile or other means of electronic transfer to comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and its accompanying regulations.

### II. POLICY

It is the Policy of UHB to protect the confidentiality and integrity of protected health information (PHI) as required by State and Federal law, professional ethics and accreditation agencies. The procedures outlined in the policies on Uses & Disclosures Requiring Patient Authorization and Minimum Necessary Guidelines should be followed, as appropriate.

### III. DEFINITION

None

**IV. RESPONSIBILITIES**

It is the responsibility of department management to ensure that release of PHI is only performed by personnel who are trained to perform release of information and that there is an ongoing quality monitoring of release of information activities.

**V. PROCEDURE/GUIDELINES**

The development of the procedure section is the responsibility of the respective department. It is dependent upon the unique needs of each department's operating structure and shall be advanced and customized accordingly.

**VI. ATTACHMENTS**

Cover Page, Accounting of Disclosures Form

**VII. REFERENCES**

The Privacy Rule, Federal Register

	<b>Revision</b>	<b>Required</b>	<b>Responsible Staff Name and Title</b>
	<b>Yes</b>	<b>No</b>	<b>Adeola O. Dabiri, Director of Regulatory Affairs</b>
	<b>Yes</b>	<b>No</b>	
	<b>Yes</b>	<b>No</b>	
	<b>Yes</b>	<b>No</b>	



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**FACSIMILE COVER PAGE**

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Organization/ Department: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

**Sender Information:**

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Department: \_\_\_\_\_

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