

Good Samaritan Health & Wellness Center
Policies and Procedures

Subject: Facsimile Usage and Security	Policy # 4.9.11
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Approved by	Effective Date: 7/15/2016

GS 4.9.11 Facsimile Usage and Security

1. PURPOSE

This policy provides the guidelines for the use of facsimile services for Good Samaritan Health and Wellness Center.

2. SCOPE

This policy statement covers all of the Good Samaritan Health and Wellness Center.

3. POLICY

Facsimile services are used to support standard business operations by allowing the transfer or transmission of documentation or information. In most cases this information is of a sensitive or confidential nature and should be protected. The following will assist in the protection of this information:

- The facsimile system or machine is provided to the personnel of Good Samaritan Health and Wellness Center for business purposes only. All transmissions, reports and messages are the property of Good Samaritan Health and Wellness Center. This policy applies to all employees, contractors, part-time employees, volunteers, and other individuals who are provided access to the organization's facsimile systems and machines.
- Extreme care should be taken when sending a facsimile containing PHI (see definition below) to ensure that the recipient number corresponds to the intended recipient.
- Any PHI transmitted by facsimile should be limited to the minimum necessary to meet the recipient's needs.
- Any facsimile containing PHI that is misdirected must be documented and reported to the Good Samaritan Health and Wellness Center Security Officer.
- Be sure to monitor facsimile machines so that PHI documents are removed as soon as possible.

For additional information regarding HIPAA guidelines or PHI, review Section 4.9.1 of the Good Samaritan Health and Wellness Center Policies and Procedures manual. This document can be found in the Security Officer office.

A violation of this policy may compromise confidentiality and may result in disciplinary action or mandatory attendance in security awareness training.

4. PROCEDURE

The following procedures will assist you in protecting confidential or private information:

1. Create or include a cover sheet with the basic transmission information regarding the sender, the recipient, and the subject. The cover sheet should include a disclaimer message regarding the confidentiality of the information. The facsimile Transmission Cover Sheet template should be used.
2. Verify the recipient's facsimile number.
3. Once the facsimile has completed, immediately remove and file (if necessary) the transmission document. If a transmission confirmation sheet is produced, it may be helpful to file that sheet with the original documentation.

VIOLATION REPORTING

Any observed/suspected misuse or loss/damage of Good Samaritan Health and Wellness Center assigned equipment should be immediately reported to the Information Security Officer.

DEFINITIONS

Personal Health Information (PHI) – Individually identifiable health information that is:

- Transmitted by electronic media;
 - Maintained in electronic media; or
- Transmitted or maintained in any other form or medium.