

EVMS Medical Group

POLICY: Facsimile Confidentiality Policy

DATE: 3/2003

CATEGORY: PRIVACY

**REVIEWED/
REVISED:
04/2013**

Page 1 of 1

POLICY: All staff shall take the following precautions when using a fax machine to transmit patient health information:

1. Do not fax confidential patient information on a machine that is accessible to the general public.
2. Fax machines which are set up to receive protected health information should be in a secure location not accessible to the public.
3. Use a special cover sheet indicating that the fax contains confidential patient information, such as:

"CONFIDENTIAL PATIENT INFORMATION
DELIVER IMMEDIATELY TO RECIPIENT. IF YOU RECEIVE THIS
TRANSMISSION IN ERROR, DESTROY AND CONTACT SENDER
IMMEDIATELY"

4. Always verify the fax number before faxing confidential patient information.
5. Always check the fax confirmation slip to be sure that the confidential patient information went to the proper destination. If there has been an error, contact the incorrect recipient immediately and request the return or destruction of the fax. The Privacy Office must also be notified of the breach.