PRIVACY AND SECURITY

"What you need to know"
- ✓ Who is responsible for protecting the confidentiality of patient information
- ✓ How to protect patient information

1. UNDERSTANDING YOUR RESPONSIBILITY

   a. All individuals affiliated with Upstate Medical University in an employed or non-employed status have a responsibility to protect the privacy and security of all confidential patient information using appropriate safeguards to ensure the information is available when needed for patient care, but protected from inappropriate access, use, and disclosure.

2. PROTECTING PATIENT PRIVACY

   a. Ask patients permission to discuss patient information in front of, or with, the patient's family, friends, or visitors.

   b. Limit discussions of confidential information in public areas such as, for example, the cafeteria, elevators, and hallways and use reasonable safeguards to minimize chance others can overhear.

   c. Use reasonable safeguards when discussing information with a patient in a semi-private area, such as pulling the curtain between beds, closing the door to the room, asking the other patient's visitors to step out of the room, speaking to the patient at the bedside using a lowered voice volume, and taking the patient to a private area if possible.

   d. Always verify that anyone asking for patient information is entitled to receive it for a permitted use

   e. Papers containing patient information must be disposed of properly – SHRED it when no longer needed.

   f. Always verify the recipient's fax numbers before sending paper fax correspondence and verify receipt by checking the transmittal report.

   g. DO NOT use personal electronic devices (i.e. cell phone, tablet, etc.) to take pictures of patients or their information.

   h. DO NOT post or discuss patient-related information on social networking sites even if the patient is the only person who may be able to identify him or herself based on the posted information.

   i. Remember to keep anything you see or hear private and do not share with individuals outside Upstate University Hospital!

   j. Report anything you see or hear that could be a violation of patient privacy to the Upstate University Hospital Privacy Office at:
        Downtown Campus and Community Campus-
        Cynthia Nappa, 315-464-6135 or nappac@upstate.edu

Name (Please Print): _____   **Date:** _____

Signature: _____

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