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Review Date: 3/30/2017

## North Sound Behavioral Health Organization

### Section 2500 – Privacy: Printing, Copying, and Faxing Protected Health Information (PHI)

Authorizing Source: RCW 70.02; 45 CFR 160; 45 CFR 164 (HIPAA); 42 CFR Part 2

Cancels:

See Also:

Responsible Staff: Privacy Officer

Executive Director's Signature:

Approved by: Board of Directors

Motion #: 03-013

Date: 4/14/2003

Date: 3/6/2018

## POLICY #2512.00

### SUBJECT: PRINTING, COPYING AND FAXING PROTECTED HEALTH INFORMATION (PHI)

#### PURPOSE

In compliance with Health Insurance Portability and Accountability Act (HIPAA), Part 2 and Washington law, this policy sets out requirements concerning the copying, printing and faxing of PHI.

Capitalized terms have special meanings. Definitions under this policy include PHI and Workforce. See 2502.00: Definitions for Policies Governing PHI.

#### POLICY

North Sound Behavioral Health Organization (North Sound BHO) shall implement and maintain reasonable safeguards to protect PHI, in all media and formats, from intentional or unintentional impermissible use or disclosure. As part of North Sound BHO's commitment to maintaining the confidentiality, privacy and security of PHI, all Workforce members must strictly observe the standards relating to the printing, copying and faxing of PHI.

#### PROCEDURES

1. **General Safeguards.** North Sound BHO Workforce members must maintain the privacy and security of PHI as follows:
  - 1.1 **Document Creation, Transmission and Safeguards.** Documents containing PHI should not be printed, copied, or faxed indiscriminately, nor should they be left unattended and open to compromise.
  - 1.2 **Securing Technology.** Printers, copiers and fax machines that receive or transmit PHI should be in a secure, non-public location. If the equipment is in a public location, the information being received or transmitted shall be strictly monitored.
  - 1.3 **No Documents Left Unattended.** Documents containing PHI that are received or transmitted on shared printers, copiers and fax machines shall be promptly removed from the shared equipment.
  - 1.4 **Minimum Necessary.** Only the minimum amount of PHI required shall be transmitted via printer, copier, or fax machine. See Policy 2509.00: Minimum Necessary.

- 1.5 **Clearing Hard Drives.** Printers, copiers and fax machines with hard drives that retain receipts or transmissions that may contain PHI shall be wiped on a regular basis and when being moved or repurposed.
  
2. Documentation. Documentation relating to copying, printing and faxing PHI shall be retained for at least six (6) years. Retention requirement include:
  - 2.1 2512.00: Copying, Printing and Faxing PHI.
  
3. **Related Policies.** Other policies and procedures to review that are related to this policy:
  - 3.1 2501.00: Privacy and Confidentiality;
  - 3.2 2502.00: Definitions for Policies Governing PHI;
  - 3.3 2505.00: Disposal of PHI; and
  - 3.4 2509.00: Minimum Necessary.
  
4. **Documentation.** Documentation relating to copying, printing and faxing PHI shall be retained for at least six (6) years. Retention requirements include:
  - 3.1 2512.00: Copying, Printing and Faxing PHI.

## ATTACHMENTS

None