

## Johnson, Gregory M

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**From:** Harris, Geoffrey R  
**Sent:** Thursday, April 8, 2021 2:18 PM  
**To:** Johnson, Gregory M  
**Subject:** Fwd: HIPAA Highlights January 2021

Sent from my iPhone

Begin forwarded message:

**From:** HIPAA Highlights <HIPAA2@urmc.rochester.edu>  
**Date:** January 29, 2021 at 1:38:44 PM EST  
**To:** All URMCC Users <AllURMCUsers@urmc.rochester.edu>  
**Subject: HIPAA Highlights January 2021**

# HIPAA HIGHLIGHTS



*January 2021*

## I CARE...About the Privacy and Security of our Patients' Health Information

We've made remarkable strides toward building a patient- and family-centered culture here at URMCC and Affiliates. A big part of our success in partnering with our patients to deliver great care can be attributed to our winning and keeping their trust. After all, patients will only share sensitive personal information if they believe we're absolutely committed to keeping it confidential. This means we only access clinical information when it's essential for their care or conducting URMCC and Affiliates business. It means we use electronic systems like eRecord responsibly, and are vigilant about making sure "work stays at work."

Let's see how we can apply the **I CARE** values to our handling of protected health information (PHI).

**Inclusion**— I will embrace diversity, be an ally for others, and acknowledge that everyone has their own story.

- Know how to help patients and their authorized representatives exercise their rights to access their medical record and request changes to it. [Health Information Management Request Forms](#)

**Integrity**—I will conduct myself in a fair and trustworthy manner and uphold professional and ethical standards.

- Access only the information needed to perform my job responsibilities.
- Report any potential privacy or security breaches to my supervisor or the Integrity Hotline at (585) 756-8888.

**Compassion**—I will act with empathy, understanding and attentiveness toward all others.

- Recognize that the concern I feel for patients is not a legitimate reason to access their information once it is no longer needed to perform my job responsibilities.
- Job-related access to medical information will not be used to “check-up” on family, friends or co-workers out of concern or curiosity.

**Accountability**—I will take responsibility for my actions and join with my colleagues to deliver “Medicine of the Highest Order.”

- Protect my password and log off or lock the computer when I walk away, understanding that I am accountable for any access under my user name and password.
- Access or release only the information needed for the identified purpose.

**Respect**—I will always treat patients, families and colleagues with dignity and sensitivity, valuing their diversity.

- Check with patients before discussing their care with family members or friends.
- Understand patients’ right to the privacy and security of their health information and not post identifiable information, including patient photos, on social media or discuss patients outside of work.

**Excellence**—I will lead by example, rising above the ordinary through my personal efforts and those of my team.

- Always use two identifiers when distributing documents containing PHI.
- Always use appropriate safeguards when emailing and faxing PHI.
- Ensure portable devices such as laptops, tablets and smartphones used for storing PHI are encrypted.
- Ensure PHI is disposed of properly.

If you have any questions, please contact your [Privacy Officer](#) or [HIPAA Security Official](#) or refer to the URMIC intranet site at <http://sites.mc.rochester.edu/departments/hipaa/>.