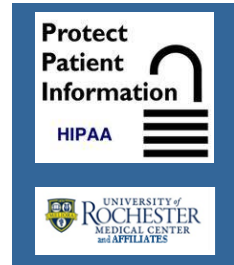


# HIPAA HIGHLIGHTS

March 2024



## Don't use eRecord as a Google Search or Your Personal Directory

**All patient information in eRecord and our other clinical systems is Protected Health Information (PHI) and part of the medical record.**

As soon as you log onto eRecord or any of our other clinical systems, you are accessing patient PHI. The medical record should not be used as a personal directory. Addresses, birthdays etc. should never be searched for personal convenience. For example, you shouldn't use eRecord to get your co-worker's address to send a wedding invitation, or to get addresses for invitations to your child's birthday party.

The demographic information (or identity page as displayed below) of a patient is PHI and it is a violation of patient privacy to look up family, friends or co-workers' demographic information for personal reasons. (Similarly, of course, it's a violation to look up their clinical information for personal reasons). Only access the information and records of patients that you provide direct care for or have a business reason to access their record.

If you work in an affiliate that utilizes a different EMR, the identity page may not look the same, but the same rules apply.

The screenshot shows a web application window titled "Patient Select". At the top, there is a "Search Criteria" section with a text input field containing "Birth Date: 1/1/1950". Below this is a table with the following data:

Match	HH MRN	SMH MRN	Patient Name	Legal Sex	Date Of Birth	PCP
10.50	131933		MRTDEMO, MOLLIE	F	1/1/1950	Whitecoat, Walt, MD PhD

Below the table, it says "Results loaded: 1". The main section is titled "Patient IDs" and shows a table with two columns: "ID Type" and "ID #". The data row is: "ENTERPRISE ID NUMBER" and "E600007530". Below this is a patient profile for "Mrtdemo, Mollie - <E600007530>". The profile includes a silhouette icon and the following details:

- Born 1/1/1950
- 69 y.o. Female
- 123 Sesame St
- ROCHESTER NY 14606
- 585-555-5151 (H)
- No e-mail address on file
- Whitecoat, Walt, MD PhD
- Language: English
- Religion: None Given
- Race: White or Caucasian

At the bottom right of the window are two buttons: "Select" and "Go Back".

**Remember, patients rely on us to protect their information. You hold the key to making sure that happens.**

For additional information on any HIPAA-related topics, please refer to the URMS intranet site at <http://sites.mc.rochester.edu/departments/hipaa/>. For any questions regarding HIPAA, please contact your [Privacy Officer](#) or [HIPAA Security Official](#).