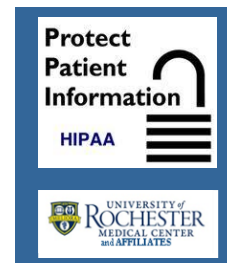


HIPAA HIGHLIGHTS

February 2025



Missing, Lost, or Stolen Work Device? Learn How to File a Report

It's happened to the best and most careful among us. You were just using that laptop to check in event attendees yesterday, but now you just can't find it anywhere. Generally, our workplace-managed devices (including medical and research equipment) are tightly protected with leading-edge data security software and applications if they fall into the wrong hands. But it is still important to report it in case the devices contain High Risk Data, including HIPAA-protected data and information!

There's a Pain-Free Process for That.

Even though our workplace-managed devices are generally well protected from unauthorized access, you should still know these simple steps to report when a device goes missing or you suspect it may have been stolen.

As soon as you believe a device is missing, lost, or stolen:

- **Report it to ISD.**
Contact the ISD Help Desk at [585-275-3200](tel:585-275-3200)
- **Tell your manager.**
- **Report it to the UR Department of Public Safety (DPS)**
Call or text DPS at [585-275-3333](tel:585-275-3333) AND . . .
- **If you are part of a UR Medicine Affiliate:**

Also, follow your location's procedures to contact and report it to your designated security service, where applicable, or the local authorities via 911 (if not served by DPS).

What Lost or Stolen Devices Should be Reported?

Generally, any physical assets believed to be lost, stolen, or misused should be reported.

- Laptop Computers
- Desktop Computers
- External Hard Drives
- USB storage drives/devices
- Tablet Devices
- Mobile Phone Devices
- Personally-Owned Devices used for work-related activities
- Clinical devices such as portable ultrasounds, etc.
- Research equipment

Be prepared to share basic information, such as:

- Type of device
- Device manufacturer or "Make and Model"
- Describe the workflow, use case, and types of data accessed via the device
- Describe any PHI or PII the device may contain
- Share the device's last known location
- Etc.

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](#).