



2 Seconds to Safeguard Patients' Protected Health Information ("PHI")

One, one thousand; two, one thousand - **2 seconds** is all it takes:

- ✓ To check the recipients on the "To/cc/bcc" lines of an email to verify you have entered all the correct recipients – no more than intended and that you are only sending health information **from** your stonybrookmedicine.edu email account **to** another stonybrookmedicine.edu user and not any other email account.
- ✓ To ensure you have limited the amount of health information being shared/sent/disclosed to only that which is requested – no more, no less.
- ✓ To flip through all pages to verify all the documents are for the same/correct patient prior to handing the documents to a patient.
- ✓ To flip through all pages to verify all the documents are for the same/correct patient and the envelope is addressed correctly prior to stuffing and mailing the documents.
- ✓ To think about whether an EMR you are contemplating accessing is for a legitimate work-related purpose! If the answer is "No," STOP and do not access the record! If you are not sure, ask your supervisor!
- ✓ To ensure the EMR you are accessing for a work-related purpose is the EMR of the correct patient **prior** to accessing the EMR.
- ✓ To check **EACH** tab/sheet/page of an excel file to ensure identifiable patient information is not on any of the sheets/pages. Make sure there are no hidden tabs/sheets/pages that contain PHI.
- ✓ To check the LED window on a fax to verify that you have dialed the number correctly and that you have flipped through all the pages to ensure all the documents are for the same/correct patient before hitting send/start fax.
- ✓ To double check you have made all the correct selections prior to XR Clinical Reporting for printing and faxing through our EMR.
- ✓ To clarify the correct primary care physician (PCP) has been selected for continuity of patient care communications.

Please stop & take 2 seconds to prevent a breach of patient confidentiality!