



Health Insurance Portability and Accountability Act (HIPAA) Fact Sheet



What are some important aspects of HIPAA that are essential to my job duties?

- Access, use and disclose (share) only the minimum amount of health-related information necessary in the performance of assigned responsibilities
- Do not access information that does not directly relate to your job duties at Stony Brook Medicine, including looking up information about or for friends, family, your own child, etc.
- Find private locations to discuss patient information, always close doors & pull privacy curtains
- Leave general voicemails. *For example:* Dr. Smith/SBUH please call 631-444-XXXX.
- Discard all material containing health information in the appropriate HIPAA Bins or use cross-cut shredders.
- Do not leave any materials containing health information accessible to others (top shelf of a nursing station, table of a conference room, computer monitor, open office, etc.)
- Do not snoop on neighbors, friends, family members, colleagues, celebrities, or other high profile/media patients.
- Check the LED window on a fax to verify that you have dialed the correct number
- Check the recipient(s) on the "To" line of an email to verify you have all the correct recipients
- Encrypt all emails that contain PHI when sending outside of the @stonybrookmedicine.edu domain by adding "[SECURE]" into the subject line. Ensure [SECURE] is typed in ALL capital letters
- Check your selections prior to utilizing XR Clinical Reporting for printing and faxing
- When releasing patient information in any manner (by hand, mail, fax, email etc.), check every page to verify each page pertains to the correct patient
- When releasing PHI, verify the contact information (email address, fax number, mailing address) is correct. If releasing by hand, verify that the person whom you are releasing the PHI to is legally entitled to receive the information.
- Clarify the primary care physician (PCP) has been selected for continuity of patient care communications.
- Direct all media inquiries to Media Relations (631) 632-4965

What rights do patients have pertaining to their health information?

- Restrict how and with whom we share their health information. Ask the patient if it is okay to speak in front of others (for emergencies or unresponsive patients do what is in the patient's best interest)
- Specify how/where they want to receive communications (cell phone, P.O. Box)
- Obtain a copy and/or review their medical record
- Request amendments or question information contained in the medical record
- Request an accounting of disclosures of when we shared their health information
- File a complaint if they suspect their privacy has been violated



How do I know if what I am doing is appropriate?

- Stony Brook Medicine has administrative policies and procedures that provide guidance for all aspects of health information protection.
- To report a violation of privacy or have privacy-related questions, contact the Privacy Office:
 - (631) 444-5796
 - HIPAA@stonybrookmedicine.edu
 - You can also make a report online: <https://sbuh.complianceprohealth.com/report/privacy-newu>

Privacy Team

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