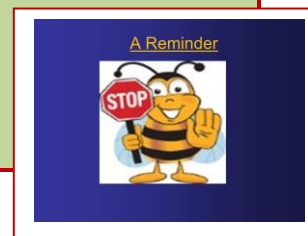




Privacy Buzz

July 2021 Important HIPAA Reminders



IMPORTANT HIPAA REMINDERS

VUMC Break the Glass (BTG) pop-up screen

Remember the **reason for the BTG pop-up screen** is to inform users that they are accessing a medical record that **will trigger an audit alert** to the Privacy Office.

The following may be viewed as unauthorized access:

- Accessing any EMR out of curiosity.
- Looking up an address or phone number of a sick co-worker/friend to send a get-well card or to call.
- Looking up identification information about a patient out of curiosity.
- Looking up dates of births of co-workers.

Locking or Logging Off Workstations

Walking away from your computer without locking or logging off is a violation and walking away and leaving a computer unlocked which allows someone to access Protected Health Information (PHI) under your user ID is a **serious** violation.

Avoid Phishing

Hackers are actively targeting our organization because we have information that is valuable to them.

If one employee falls for a phishing attack, our entire system can potentially be accessed.

May, June, July, and August are historically the heaviest phishing months. Use caution before opening links in emails.

Breach Notification and Reporting: Breach Notification and Reporting to the Privacy Office

is REQUIRED anytime Protected Health Information (PHI) is accessed, used, or disclosed without authorization (i.e.: faxing errors, handing patient information to the wrong patient, known accidental or unauthorized access to an EMR). If you have learned of an incident that you believe may have violated HIPAA notify the Privacy Office immediately by **phone 615-936-3594 or email privacy.office@vumc.org**

[Sanctions for Privacy and Information Security Violations \(https://vanderbilt.policytech.com/docview/?docid=10634\)](https://vanderbilt.policytech.com/docview/?docid=10634)

[Breach Notification: Unauthorized Access, Use, or Disclosure of Individually Identifiable Patient or Other Personal Information \(https://vanderbilt.policytech.com/docview/?docid=16265\)](https://vanderbilt.policytech.com/docview/?docid=16265)

For more information go to: <https://www.vumc.org/information-privacy-security/> or e-mail the Privacy Office at privacy.office@vumc.org

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