

CHELAN-DOUGLAS RSN/PIHP POLICY AND PROCEDURE MANUAL		Chapter:	1.4.2.6
Title:	HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT	Page:	1 of 2
		Date Effective:	April 14, 2003
Subject:	Copying and Printing Protected Health Information (PHI)	Date Revised:	October 14, 2011
		Authorizing Signature:	

AUTHORITY: Authorizing Source: RCW 70.02 45 CFR 164 (HIPAA)

SCOPE: This policy applies to Chelan-Douglas Regional Support Network/Prepaid Inpatient Health Plan (CDRSN/PIHP) and its contractors (agencies/providers), and subcontractors (referred to as contractors or agencies or providers throughout this policy).

PURPOSE: The purpose of this policy is to provide information for management and workforce members regarding copying and printing protected health information.

DEFINITIONS: See 1.3.2.0

POLICY: All Chelan-Douglas Regional Support Network personnel must strictly observe the following standards relating to the printing and copying of PHI.

PHI in hardcopy format must be disposed of in accordance with the *Disposal of PHI Policy*.

Printed versions of PHI should not be copied indiscriminately or left unattended and open to compromise.

Printers and copiers used for printing of PHI should be in a secure, non-public location. If the equipment is in a public location, the information being printed or copied is required to be strictly monitored.

PHI printed to a shared printer should be promptly removed.

Media and hardcopy containing PHI must have access controls during transportation and disposal, see *Disposal of PHI Policy*.

ENFORCEMENT The Chelan-Douglas Regional Support Network Privacy Officer is responsible for enforcing this policy. Individuals who violate this policy will be subject to disciplinary action, up to and including termination or dismissal.

SEE ALSO: Confidentiality