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## North Sound Behavioral Health Administrative Services Organization, LLC

Section 2500 – Privacy: Printing, Copying and Faxing Protected Health Information (PHI)

Authorizing Source: 45 CFR 160; 45 CFR 164 (HIPAA); 42 CFR Part 2 (Part 2); RCW 70.02

Approved by: Executive Director Date: 08/11/2020

Signature:

### POLICY # 2512.00

### SUBJECT: PRINTING, COPYING AND FAXING PROTECTED HEALTH INFORMATION (PHI)

#### PURPOSE

In compliance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA), Part 2, Washington law and any applicable Business Associate Agreements (BAAs) with Upstream Covered Entities, this policy sets out requirements concerning the copying, printing and faxing of Protected Health Information (PHI).

Capitalized terms have special meanings. Definitions under this policy include PHI and Workforce. See 2502.00: Definitions for Policies Governing PHI.

#### POLICY

North Sound Behavioral Health Administrative Services Organization (North Sound BH-ASO) shall implement and maintain reasonable safeguards to protect PHI, in all media and formats, from intentional or unintentional impermissible Use or Disclosure. As part of North Sound BH-ASO's commitment to maintaining the confidentiality, privacy and security of PHI, all Workforce members must strictly observe the standards relating to the printing, copying and faxing of PHI.

#### PROCEDURE

1. **General Safeguards.** North Sound BH-ASO Workforce members must maintain the privacy and security of PHI as follows:
  - 1.1 **Document Creation, Transmission and Safeguards.** Documents containing PHI should not be printed, copied or faxed indiscriminately, nor should they be left unattended and open to compromise.
  - 1.2 **Securing Technology.** Printers, copiers and fax machines that receive or transmit PHI should be in a secure, non-public location. If the equipment is in a public location, then the information being received or transmitted shall be strictly monitored.
  - 1.3 **No Documents Left Unattended.** Documents containing PHI that are received or transmitted on shared printers, copiers and fax machines shall be promptly removed from the shared equipment.
  - 1.4 **Minimum Necessary.** Only the minimum amount of PHI required shall be transmitted via printer, copier or fax machine. See Policy 2509.00: Minimum Necessary.
  - 1.5 **Clearing Hard Drives.** Printers, copiers and fax machines with hard drives that retain receipts or transmissions that may contain PHI shall be wiped on a regular basis and when being moved or repurposed.

2. **Documentation.** Documentation relating to copying, printing and faxing PHI shall be retained for at least six (6) years. Retention requirement include:
  - 2.1 **Policy 2512.00: Copying, Printing and Faxing PHI.**
  - 2.2 **Other related documentation.**
  
3. **Related Policies.** Other policies and procedures to review that are related to this policy:
  - 3.1 **Policy 2501.00: Privacy and Confidentiality of PHI.**
  - 3.2 **Policy 2502.00: Definitions for Policies Governing PHI.**
  - 3.3 **Policy 2505.00: Disposal of PHI.**
  - 3.3 **Policy 2509.00: Minimum Necessary.**

**ATTACHMENTS**

None