

Top 10 Countdown to HIPAA Compliance



Security and Privacy Tips



10. **Lock and leave!** When you leave your desk, remember to:



- o Place protected information in a locked location - a locked desk or file cabinet.
- o Lock your workstation - press "Ctrl-Alt-Delete" and select "Lock Workstation."

9. At the end of the day, **logoff** - select: "Start, Shut Down, Restart."

8. Remember to **protect information** on all types of media including claims, faxes, printed reports, SAS extracts, diskettes, etc.

7. Keep your **password** a secret! Do not share it or write it down.

6. Use **secure methods** to dispose of all paper and electronic media:

- o Place all office paper into blue bins for shredding/recycling.
- o Dispose of all diskettes, CDs, microfilm or microfiche using a Corporate Shredding Department envelope (stock #7388 1086).



- o Use work area wastebaskets ONLY for food wrappers, beverage containers, tissues, plastics, used office supplies, etc. - no paper or electronic media!

5. Make sure you **authenticate callers** before disclosing **Protected Health Information (PHI)**.

4. When mailing to members, make sure you use the **PHI address**, when appropriate.

3. Be sure to **keep current!** If you are mailing information to members, do not use a mailing list over seven days old. If you prepare a mailing list for others, make sure your program reads **CIP files to obtain the latest PHI address**.



2. **Keep information safe** and use your **J: or H: drives** to store **Protected Information**, not the K: drive.

1. Be sure the person you are disclosing Protected Health Information to is **authorized to receive it** and that the level you disclose is **the minimum necessary**.



HIPAA-AS

Health Insurance Portability and Accountability Act-Administrative Simplification



BlueCross BlueShield
of Florida

An Independent Licensee of the
Blue Cross and Blue Shield Association

**QUESTIONS? Please contact your manager or visit the
HIPAA website at: <http://hipaa.bcbsfl.com/>**