



# SAFEGUARDING PHI

## Helpful Tips



The HIPAA Rules and UConn Health policies and procedures require that Workforce Members reasonably safeguard protected health information (PHI) from impermissible access or disclosure.

## Here are some helpful tips for safeguarding PHI:

- Don't leave paper documents that contain PHI unattended.
- Use a shredder bin to dispose of paper PHI — do not put PHI in trash or recycle bins.
- Physically secure electronic devices that contain electronic PHI (ePHI) when not in use.
- Always lock your computer screen before stepping away. If you are on a teleconference call, close out of the call before locking your computer screen.
- Don't discuss PHI in high traffic areas, such as the cafeteria, elevators, and hallways.

## DID YOU KNOW?

UConn Health Workforce Members are responsible for access that occurs under their login credentials, including access by other individuals.

If you lock your screen during teleconference calls (e.g., Teams) your session remains active, including your audio and video.

Workforce Members must safeguard PHI when working from home as they do in the office. Make sure PHI is not seen or heard by others in your home.

A Zoom telehealth visit can be opened on multiple workstations. If you open the same visit on another computer, the audio and video remain active on both computers, potentially exposing PHI to impermissible access or disclosure. Locking your computer screen does not close the visit!



### Relevant Policies and Procedures:

[2023-03 Identification and Protection of PHI](#)

[2019-01 UConn Health Acceptable Use](#)

[2008-01 Disposal of PHI and Disposal and Re-use of Hardware and Electronic Media Containing ePHI](#)

[2014-04 Sanctions for Privacy and Security Violations](#)

**Questions?**



860-679-6060



[ohcp@uchc.edu](mailto:ohcp@uchc.edu)