

Acupuncture Massage College
10 STEP QUICK REFERENCE HIPAA
(PRIVACY) GUIDE

(post in an accessible and prominent office location)

1. Use lowered voice for all verbal communication that might disclose personal health information.
2. Never “call out” any information that might be considered as personal, e.g. tests required or taken, test results, medications, devices used, etc.
3. Do not allow computer screens to be viewed, intentionally or unintentionally, by unauthorized persons.
4. Exit all programs that might contain personal health information when leaving a computer workstation for a period of time.
5. Be certain that “sign-in” sheets **do not** require “reason for visit” information.
6. All chart holders must effectively obscure patient information.
7. All email, written, and faxed PHI must be clearly marked “confidential” and contain a privacy warning.
8. Never leave **files or folders open or unattended**. Filing cabinets etc. containing PHI must be secured and locked.
9. Do not share computer passwords. Change them regularly.
10. Take every precaution to control personal health information.