

COMMON VIOLATIONS



- **Lost or stolen devices**

- leave PHI vulnerable



- **Unauthorized access**

- by employees to PHI without a work-related reason
- 'snooping'



- **Insecure disposal**

- of records, such as unshredded paper files or notes in open trash
- of specimen containers with PHI in open trash



- **Inadequate staff training**

- on handling PHI securely and HIPAA policies



- **No HIPAA risk assessments**

- or failure to address identified security risks



- **Lack of encryption**

- puts PHI at risk if devices are lost



- **Late breach notifications**

- fail to comply with HIPAA's 60-day rule



- **Unauthorized filming or photographing patients**

- compromises patient privacy

- **Data exposure when working from home**

- do not leave paperwork or devices unattended



- **Unauthorized use of medical illustrations**

- de-identified information must be used in presentations, publications, trainings, or websites, unless consent is obtained.



- **Email errors**

- sent to the wrong recipient
- sent to personal e-mail accounts outside of the organization

MORE RESOURCES:

[HTTPS://OSUMC.SHAREPOINT.COM/SITES/PRIVACY](https://osumc.sharepoint.com/sites/privacy)

18 PHI Identifiers

1. Name
2. All geographic subdivisions smaller than a state
3. All elements of dates (except year) for dates directly related to an individual, including birth date, admission date, discharge date, date of death; and all ages over 89 and all elements of dates (including year) indicative of such age, except that such ages and elements may be aggregated into a single category of age 90 or older
4. Phone numbers
5. Fax numbers
6. E-mail addresses
7. Social security numbers
8. Medical record numbers
9. Account numbers
10. Health plan beneficiary numbers
11. Certificate/License numbers
12. Vehicle identifiers (numbers)
13. Device identifiers
14. Web URLs
15. IP address
16. Biometric identifiers
17. Full face photographic images
18. Any other unique identifying number, characteristic, or code

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