

HIPAA Security Awareness

HIPAA Security Protects Electronic Patient Information

Maintain Good Computer Practices

- Never share passwords□
- Clear your desk of Protected Health Information and lock or log off of your computer before walking away□
- Turn monitors away from public view□
- Never open suspicious emails or email attachments□
- Use caution when visiting unfamiliar websites□
- If you must send patient information in email to non-Crousemed.com addresses, use 'force secure' in the subject line to protect it.□

HIPAA & Social Media Don't Mix

- Never share patient information on social media sites□
- Never use personal cell phones or electronic devices to share patient information□

Accessing Medical Records

- Access medical records for payment, treatment, and operations only□
- Don't snoop – medical record activity is monitored□
- Don't read your own medical records or the medical records of your family members, co-workers, friends, or neighbor□

Contact us to report abuse, ask a question or share a concern...

Compliance Officer: 315.470.2368

HIPAA Security Officer: 315.470.2861

HIPAA Privacy Officer: 315.470.2368

**Anonymous Hotline: 315.479.5070,
ext. 66107**

Illegal use or disclosure of patient health information could result in disciplinary action, termination, and fines levied against CMP and/or CMP Staff.



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