

Bethany Life Communities	Date Written: 2-24-2003	Date Revised: 5-1-2009
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Policy Statement

It is the responsibility of all team members to use security precautions when using Bethany Life Communities facsimile machines.

Policy Interpretation and Implementation

1. Fax machines used to transmit or receive resident or Bethany Life Communities information may not be located in areas that are accessible to visitors or to the general public unless the machine is attended during use.
2. When sending a facsimile, the sender must:
 - a. Ensure the cover page of the document is marked "Confidential;"
 - b. Check to assure the fax number of the recipient is correct before sending the document(s);
3. The fax cover page shall include, as a minimum, the following information:
 - a. Bethany Life Communities' name, address, telephone and fax numbers;
 - b. The number of pages being transmitted and the name of the person sending the information;
 - c. The name and fax number of the recipient;
 - d. The date and time the transmission was made; and
 - e. Instructions for notifying the sender when information was transmitted in error.
4. Bethany Life Communities fax cover page must include the following statement:
 - a. "The documents accompanying this fax transmission are confidential. Information contained in this fax transmission belongs to Bethany Life Communities and is legally privileged. The information accompanying this fax transmission is intended only for the use of the individual or organization identified as "recipient." The recipient of this information is prohibited from disclosing, copying, distributing, or using this information except as permitted by current law governing privacy of information issues. Such information must be destroyed after its state need has been fulfilled, unless otherwise prohibited by law. If you have received this fax transmission in error, please notify the "sender" immediately for return instructions."
5. Should a transmission error of protected health information be discovered, the sender shall immediately transmit a Misdirected PHI Fax Sheet to the recipient with instructions on how to return the data.
6. If the person receiving a fax transmission is not the intended recipient, the person receiving the fax must:
 - a. Immediately remove the fax transmission from the fax machine and deliver the fax to the intended recipient or contact the recipient and inform her/him that she/he has received a confidential fax;
 - b. Protect resident information received via fax from unauthorized view or disclosure; and/or

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- c. Immediately contact the sender of the receipt of information received in error and request return instructions.
7. The sender of facsimiles must ensure that appropriate consents have been obtained from the resident before faxing of protected health information.