



BON SECOURS CHARITY HEALTH SYSTEM

A member of the  
Westchester Medical Center Health Network

## **Health Insurance Portability and Accountability Act**

### **HIPPA**

Remember:

1. Do not discuss patients in hallways, elevators, parking lots and other public areas.
2. Do not share computer passwords.
3. Protect medical records.
4. Use caution when sending faxes.
5. Avoid placing patient information in view of other patients or family members.
6. Be aware of placing patient information in trash cans, shred when appropriate!
7. Strict disciplinary policies for breaches of confidentiality will be enforced.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_