

	<b>Ethics &amp; Compliance Department</b>	
	<b>Policy No.: 70</b>	<b>Created:</b> 01/2018
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	<b>Revised:</b>	

## **HIPAA: HANDLING CONFIDENTIAL INFORMATION IN MEETINGS**

### **SCOPE:**

All Envision Healthcare teammates. For purposes of this policy, all references to “teammate” or “teammates” include temporary, part-time and full-time employees, independent contractors, clinicians, officers and directors.

### **PURPOSE:**

Envision Healthcare Operating, Inc. and its subsidiaries and affiliates (“Envision” or “the Company”) has adopted this Handling Confidential Information in Meetings policy to establish basic guidelines for using PHI during meetings or similar settings in such a way that disclosure of information is not provided unnecessarily to unauthorized individuals.

### **POLICY:**

- A) Meetings where PHI is discussed should be attended by individuals who have been specifically invited or by individuals with a specific business purpose for attending. These meetings should be conducted in a secure area such that PHI is not overheard or viewed by unauthorized individuals.
- B) All meetings with third party visitors (vendors, customers, regulators, etc.) who are not authorized to have access to PHI must take place in a fully enclosed conference room or office if PHI is being handled by teammates in the immediate vicinity of the meeting room.
- C) When PHI has been recorded on black boards or white boards, it must be definitively erased before the authorized recipients of this information leave the area.
- D) If documents containing PHI are distributed during the course of the meeting, and those documents are not required by the recipient for health care operations, the documents must be collected and destroyed at the completion of the meeting.

### **POLICY REVIEW**

The Ethics & Compliance Department will review and update this Policy, when necessary, in the normal course of its review of the Company’s Ethics & Compliance Program.