

	<b>Ethics &amp; Compliance Department</b>	
	<b>Policy No.: 71</b>	<b>Created:</b> 01/2018
		<b>Reviewed:</b> 09/2024
	<b>Revised:</b>	

## **HIPAA: CONFIDENTIAL INFORMATION AND EQUIPMENT IN PUBLIC AREAS**

### **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 Confidential Information and Equipment in Public Areas policy to encourage departments to be vigilant in ensuring that PHI is not inappropriately used or disclosed through the inappropriate use or location of equipment or other confidential materials.

### **POLICY:**

- A) Departments must not position any equipment, including telephones, workstations, fax machines, copiers, and printers in public areas such that PHI may be overheard or viewed by unauthorized individuals.
- B) The display screens for all PCs, workstations, and dumb terminals used to handle sensitive data must be positioned such that they cannot be readily viewed through a window, by persons walking in a hallway, or by persons waiting in reception and related public areas.
- C) Fax machines and computer printers used to print sensitive data must be located in such a manner that the printouts cannot be readily viewed through a window, by persons walking in a hallway, or by persons waiting in reception and related public areas.
- D) Teammates who work on transportable computers (portables, notebooks, laptops, palmtops, etc.) and paper records should also be cognizant of their position with regard to unauthorized viewing of PHI.
- E) Teammates should make every effort to conceal or screen paper charts, medical records, faxes, and other documentation containing PHI. Electronic records should be closed or screened when not needed for access. Verbal communication should be conducted in the most discreet manner possible.
- F) Computer printouts, faxes, medical records, and other paper records should not be left in open work areas so as to expose the contents of the records. Files and papers should be put away when not in use.

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- G) Medical Records and charts should be kept and updated in appropriately designated areas.
- H) File cabinets should be locked when not appropriately supervised.
- I) Faxes, computer printouts, and copies/originals should be collected as soon as possible and appropriately filed.
- J) All activities pertaining to sensitive information must take place in areas that are physically secured and protected against unauthorized access, interference, and damage.

**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.