# PRIVACY & SECURITY AWARENESS


**Does this describe current practices in your area?**

| ALL OHSU AREAS | YES | NO |
|---|---|---|
| Medical information is never accessed unless a person needs that information to do their job. | | |
| Medical information is not discussed except as needed to perform job functions. | | |
| Computer screens do not face public areas. | | |
| Screen savers automatically turn on, and are password protected. | | |
| Users log off when away from workstations and when they leave for the day. | | |
| Doors to secure areas are kept closed and locked. | | |
| Computer users do not share passwords. | | |
| Computer passwords are changed every six months. | | |
| Patient information is not discussed in public areas. | | |
| Confidential information is discussed in quiet tones. | | |
| Patient files records, and information are locked up at the end of the day. | | |
| Discarded patient information is put in locked recycling bins and shredded. | | |
| Medical information is not released without signed authorization. | | |
| All employees have read, signed, and follow the Acceptable Use of Computing Resources policy. | | |
| Fax machines are in a secure location. | | |
| Fax numbers are double-checked for accuracy before information is sent. | | |
| Faxes are sent with a cover sheet that includes confidentiality language. | | |
| Employees know which privacy and security policies pertain to their area; if they have questions about policies, they know whom to ask. | | |
| Confidential patient information is not taken off OHSU property without proper authorization. | | |

| In ADDITION, for CLINICAL AREAS | YES | NO |
|---|---|---|
| Patient charts at the bedside are kept in a folder or otherwise covered. | | |
| White boards contain the minimum amount of necessary patient information. | | |
| Areas for viewing x-rays are not accessible to the public. | | |
| Dictation is done in a private setting. | | |
| Patient information is reception areas (for instance, the patient schedule for that day, or medical records) is in a folder or otherwise covered. | | |
| Sign-in sheets contain only patient name and the date. | | |
| Discretion is used when discussing patient information on the phone. | | |
| The minimum amount of necessary information is given when messages are left for appointment reminders. | | |
| Patients who are waiting for the receptionist stand back from the counter. | | |
| There is a procedure in place to verify the identity of people who call requesting patient information. | | |

| In ADDITION, for EDUCATIONAL AREAS | YES | NO |
|---|---|---|
| Students sign a confidentiality agreement before they are given access to any patient information. | | |
| The curriculum includes materials on patient privacy. | | |
| When finished teaching or presenting cases, any patient information, records, or x-rays are accounted for and secured. | | |
| Faculty model OHSU privacy and security best practices. | | |
| Attending physicians monitor students' privacy and security practices. | | |

| In ADDITION, for RESEARCH AREAS | YES | NO |
|---|---|---|
| All research studies are submitted for Institutional Review Board (IRB) approval. | | |
| Human subjects who agree to participate in research studies sign the most current consent forms provided on the IRB web site prior to any research being conducted. | | |
| Research databases are appropriately secured and access to them is limited. | | |
| Disclosures of research information to non-OHSU entities are tracked and documented. | | |