

General Policy F.5**Telefacsimile (FAX)**

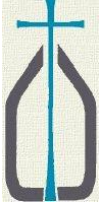
Catholic Charities has adopted this Fax Policy to comply with HIPAA and the draft regulations requirement for such a policy, as well as our duty to protect the confidentiality and integrity of confidential medical information as required by law, professional ethics, and accreditation requirements.

Procedures:

All personnel must strictly observe the following standards relating to facsimile communications of patient medical records:

- Catholic Charities, its officers, agents, and employees will send health information by facsimile only when the original record or mail-delivered copies will not meet the needs of immediate patient care.
- Personnel may transmit health records by facsimile only when urgently needed for patient care or required by a third-party payer for ongoing certification of payment.
- Personnel must limit information transmitted to that necessary to meet the requester's needs.
- Except as authorized by law, a properly completed and signed authorization must be obtained before releasing patient information (see Standard for Release of Patient Information).
- Personnel may not send by fax especially sensitive medical information, including, but not limited to, AIDS/HIV information, mental health and developmental disability information, alcohol and drug abuse information, and other sexually transmissible disease information without the express authorization of the Director of Catholic Charities.
- The cover page accompanying the facsimile transmission must include the confidentiality notice and a statement requesting that the cover page be faxed back to the sender indicating the information was received by the intended parties.
- Personnel must make reasonable efforts to ensure that they send the facsimile transmission to the correct destination. Personnel should preprogram frequently used numbers into the machine to prevent misdialing errors. For a new recipient, the sender must verify the fax number before sending the facsimile and verify the recipient's authority to receive confidential information.
- Fax machines must be in secure areas where received information is not readily available to unauthorized personnel, and the program director is responsible for limiting access to them.

- Each department is responsible for ensuring that incoming faxes are properly handled, not left sitting on or near the machine, but rather are distributed to the proper recipient expeditiously while protecting confidentiality during distribution, as by sealing the fax in an envelope.
- Personnel must report any misdirected faxes to the security manager and to the sender of the information.
- The security manager will periodically and/or randomly check all speed-dial numbers to ensure their currency, validity, accuracy, and authorization to receive confidential information.
- Users must immediately report violations of this policy to their program director and to the Director of Catholic Charities.



FAX TRANSMISSION

Catholic Charities, Inc.

200 Congress Street, Suite 100 * Jackson, MS 39201

Phone # [601] 355 - 8634 * Fax # [601] 960 - 8493

To:

Date:

Fax:

Pages: including this cover sheet

From:

Subject:

Comments:

Confidentiality Statement

This fax is intended for the named recipient[s] and contains information that may be privileged and/or confidential. No part of this fax is intended to constitute a waiver of any privilege or the confidentiality of this message. If you receive this fax in error please notify the sender immediately by reply and destroy the message.