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## North Sound Mental Health Administration

### Section 2500 – Privacy: Copying and Printing Protected Health Information (PHI)

Authorizing Source: RCW 70.02; 45 CRF 160; 45 CFR 165 (HIPAA)

Cancels:

See Also:

Providers must have own "HIPAA & WAC compliant policy"

Responsible Staff: Privacy Officer

Approved by: Executive Director

Signature:

Date: 7/17/2013

#### **POLICY #2512.00**

#### **SUBJECT: COPYING AND PRINTING PROTECTED HEALTH INFORMATION (PHI)**

#### **PURPOSE**

The purpose of this policy is to provide information for management and workforce members regarding copying and printing of PHI.

#### **POLICY**

All North Sound Mental Health Administration (NSMHA) personnel must strictly observe the following standards relating to the printing and copying of PHI.

PHI in hardcopy format must be disposed of in accordance with the *Disposal of PHI Policy* (see Policy No. 2505 and Procedure No. 2505 A).

Printed versions of PHI should not be copied indiscriminately or left unattended and open to compromise.

Printers and copiers used for printing of PHI should be in a secure, non-public location. If the equipment is in a public location, the information being printed or copied is required to be strictly monitored.

PHI printed to a shared printer must be promptly removed.

Media and hardcopy containing PHI must have access controls during transportation and disposal. See *Disposal of PHI Policy* (Policy #2505.00 and Procedure 2505-A).

#### **ENFORCEMENT**

NSMHA's Office Manager and/or Privacy Officer are responsible for enforcing this policy. Individuals who violate this policy will be subject to disciplinary action, up to and including termination or dismissal.

#### **ATTACHMENTS**

None