

UConn

Administrative Policy

2003-23 Faxing Protected Health Information (PHI)

Title	Faxing Protected Health Information (PHI)
Policy Owner and Contact Information	Office of Healthcare Compliance and Privacy privacyoffice@uchc.edu
Campus Applicability	UConn Health
Applies to	UConn Health Workforce
Effective Date	7/14/21

PURPOSE:

To safeguard Protected Health Information (PHI) when transmitted or received via facsimile (fax) from inadvertent disclosure to unauthorized recipients in accordance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the Health Information Technology for Economic and Clinical Health Act (HITECH) and the associated regulations.

POLICY STATEMENT:

UConn Health will take reasonable steps to protect the confidentiality of PHI when transmitting or receiving documents via fax.

When the identity of the intended recipient is unknown to UConn Health, UConn Health will confirm such person's identity and authority to receive or access the patient's health information prior to disclosure in accordance with *Policy 2003-20 Verification of Individuals Requesting Protected Health Information*.

DEFINITIONS:

[Privacy Definitions](#)

PROCEDURES/FORMS:

[Procedure for Policy 2003-23 Faxing Protected Health Information \(PHI\)](#)
[Confidential Fax Cover Sheet](#)

REFERENCES:

45 C.F.R. § 164.530(c) (HIPAA Privacy Rule)

RELATED POLICIES:

[2003-20: Verification of Individual Requesting Protected Health Information](#)
[2003-21: Minimum Necessary Protected Health Information](#)

ENFORCEMENT:

Violations of this policy or associated procedures may result in appropriate disciplinary measures in accordance with University By-Laws, General Rules of Conduct for All University Employees, applicable collective bargaining agreements, the University of Connecticut Student Code, other applicable University Policies, or as outlined in any procedures document related to this policy.

Andrew Agwunobi (Signed)
UConn Health Chief Executive Officer

7/14/21

Kiki Nissen (Signed)
Administrative Policy Committee Vice-Chair

7/9/21

Janel Simpson (Signed)
Administrative Policy Committee Chair

7/13/21

POLICY HISTORY:

New Policy Approved: 4/14/03

Revised: 4/15/04, 3/28/05, 5/19/15, 7/14/21