

**CCEMS
OPERATIONS POLICY 100-32
FAXING OF PROTECTED HEALTH INFORMATION**

I. PURPOSE

- 1.1 To establish guidelines for the electronic transmission by facsimile of Protected Health Information (PHI).

II. POLICY

- 2.1 All facsimile transmissions of PHI will be to an identified, secured fax machine.
- 2.2 All facsimile transmissions of PHI will be sent with the required "HIPAA Fax Cover Sheet" (Attachment A).
- 2.3 Confirmation calls will be made to confirm receipt of PHI.
- 2.4 "HIPAA Fax Cover Sheets" will be included as part of the permanent chart record.

III. PROCEDURE

- 3.1 PHI will be faxed with a "HIPAA Fax Cover Sheet."
- 3.2 PHI will be faxed to confirmed, secure fax machines:
 - 3.2.1 When requested to fax PHI to an authorized entity, inquire as to location and attendance at the fax machine.
 - 3.2.2 The receiving fax machine must be in a non-public location and attended by the person(s) requesting the PHI.
- 3.3 Employees will call the receiving facility after the fax has been completed and confirm the receipt of the PHI. The name of the person acknowledging receipt will be entered on the "HIPAA Fax Cover Sheet."
- 3.4 The "HIPAA Fax Cover Sheet" will be included as a part of the permanent chart record and transmitted with the chart to the CCEMS business office.

Director: 

Effective: 01/05/2009

Reviewed: _____

Revised: _____