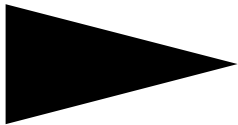




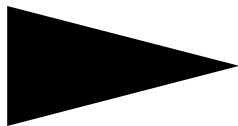
Southern California
Renal Disease Council
INCORPORATED

Security Awareness

We all are surrounded daily with medical records, lab data information, patient progress notes, etc. Therefore, it is possible that things may go unnoticed from time to time. For that reason, Network 18 would like to remind all of its facilities of these common occurrences, in anticipation that we all may be more alert and observant when handling patient identifying information (PII) and patient health information (PHI).



E-mailing any kind of patient information (Name, initials, SSN, DOB, medical records, etc.) to any Network staff is considered a security violation.



Erroneously sending patient information to the Network is considered a security violation. For example, accidentally faxing a patient's history record to the Network when it was intended to be faxed elsewhere qualifies as a security breach.

PER CMS POLICIES

Network 18 is obligated to report all security violations to CMS.

Please Keep These in Mind:

- Make sure all confidential and sensitive information is placed in shred bins or destroyed in an approved manner when discarding of data is needed.
- Keep user names and passwords secure.
- Be sure to collect any printer output immediately.