



Southern California
Renal Disease Council
INCORPORATED

Security Awareness

Network 18 continues to receive unrequested documents with Patient Identifying Information (**PII**) and Patient Health Information (**PHI**) via faxed and/or email.

Please be aware that Network 18 reports all Security Violations to CMS immediately. We urge that you be very observant when sending any PII/PHI.

All Facility Staff Should Be Aware of the Following:

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

Erroneously faxing 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

PROCEDURE TO FOLLOW BEFORE SENDING PII/PHI

Please be sure that all Facility Staff learn and understand the following procedure:

- DO NOT EMAIL any PII/PHI,
- DOUBLE CHECK the fax number and mailing address prior to sending,
- CONFIRM the correct **Fax Speed Dial** was entered before faxing, and
- MAKE SURE the document is being/has been sent to the **Intended Recipient.**