

## HIPAA Considerations When Working from Home

With a large number of TTUHSC's faculty and staff working from home, the TTUHSC Office of Institutional Compliance would like to remind you of some at-home safeguards when working with Protected Health Information (PHI).

We recommend the following:

- Follow HIPAA Minimum Necessary Standards. When using or disclosing PHI or when requesting PHI, please limit PHI to the minimum necessary to accomplish the intended purpose of the use, disclosure or request.
- Only work on PHI in your home. Do not take PHI (including electronic PHI) to a public place, such as a coffee shop or a park.
- Do not store PHI on your local computer/laptop/tablet or USB flash drives at home.
- Encrypt and password-protect all devices that you may use to access PHI. Do not record login information (i.e., username and password) on or near electronic devices.
- Use caution not to print PHI of any type. If your job requires you to maintain PHI, please use extra caution and shred all copies after use.
- Keep all PHI in a secure location, such as a locked desk, locked filing cabinet or a safe. Avoid leaving sensitive documents unattended, especially in high traffic areas.
- Protect PHI from family members or friends, this includes electronic or paper PHI. Do not discuss PHI with your family members or friends.
- Always lock your computer/devices when you walk away, especially while you are working from home.
- Manually encrypt any PHI or private information (sensitive or confidential) going to a non -TTUHSC email address. Simply place the phrase "[Send Secure]" or "[SS]" into the beginning of the Subject Line and the email will be encrypted. Don't forget to include the brackets.
- Secure your home wireless network with the following:

- Change the default administrator password of your wireless router.
  - Set up a strong password for connecting to your wireless network.  
This password should be different from the administrator password.
  - Allow only people that you trust to connect to your wireless network.
- Make sure each of your computers, mobile devices, programs, and apps are running the latest version of its software.

Please contact Sherri Johnston at 806-743-4007 if you have any HIPAA questions.