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|  Safeguards for the use of the Facsimile (Fax)  | NO.  |
| It is the policy of the organization to observe the following practices for its employees who are authorized to use the facsimile system:1. If you are faxing confidential information at the request of the resident or family, be diligent about educating them to the possible risks of sending personal information. Make sure you know where you are sending it and that they will be able to receive the fax confidentially.
2. Be sure faxes are being sent to the correct number. Double check before sending! If you pre-program numbers, be sure to check these as well. If you haven’t contacted a party for a while, check to make sure the number is still the same.
3. ALWAYS use a cover sheet! Besides information about whom the fax is going to and whom it is from, cover sheets should include a confidentiality and disclaimer clause.
4. Only a limited number of staff are authorized to fax confidential information. Staff who fax such information must be familiar with the Privacy Act and related policies and must be properly trained.
5. Fax machines generally will not be located in an area that can be accessed by the public or by staff who are not authorized to view confidential information.
6. Don’t leave faxes on the machine for extended periods of time. This includes incoming and outgoing faxes. Check the machine periodically even if you aren’t expecting anything, and be sure all protected health information is removed immediately and confidentially distributed to the authorized party.

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| Approved: | Effective Date: |  | Change No.: | Page: 1 of 1 |