**MEMORANDUM**

To: All Employees

From: Margaret E. Long, Counsel

Date: March 24, 2020

Re: HIPAA Issues While Telecommuting

In light of COVID-19, it is anticipated that employees will have to provide essential services at home. HIPAA privacy and security rules do not prohibit remote access, but they do require that organizations implement appropriate safeguards to ensure the privacy and security of protected health information (PHI).

You are required to meet the following requirements:

* Make sure that all devices accessing your network are properly configured by IT. Devices must be encrypted and password protected with software firewalls and anti-virus software installed.
* Do not allow any friends, family, etc. to use devices that contain PHI.
* Do not allow any friends, family, etc. in the room when you are accessing records that contain PHI.
* Do not use your own equipment without approval of your IT department, and ensuring that the devise is encrypted, password protected, and installed with software firewalls and anti-virus software.
* Do not store hard (paper) copies of PHI.
* Disconnect from the company network when you are done working.
* Do not copy any PHI to external media not approved by the company. This includes flash drives and hard drives. All PHI is to stay on the network.
* Any employees in violation of these procedures will be subject to Discipline.

If you intend to work remotely, please sign below and return to the Human Resource Department. You will not be eligible to work from home until the signed notice is received.

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Employee Name: Date