MILNER

Self-Assessment

Are your printers HIPAA Compliant?

Verify the accessibility of printers, faxes, scanners, and copiers
Devices should only be accessible to authorized staff in secured areas where the public is not permitted.

Generate unique logon and passwords for each user
Printers, faxes, copiers and scanners are considered workstations and users are all required to have their own logon and passwords to access the device.

Ensure that documents are not left unattended
Documents should be picked up as soon as they are printed or copied, and not left unattended in the trays.

Disable USB ports
Files can be copied from devices to a portable drive using the USB ports, allowing unauthorized access. These ports should be disabled.

Erase or remove device hard drives before the device leaves the premises
Printers, copiers, faxes, scanners and multifunction devices can maintain copies of documents on their hard drives. Before devices leave the premises for repairs or returning to leasing agents, these drives need to be erased or removed and destroyed.

Implement SSL encryption for information transmission
Data needs to be secure in transmission and at rest, while located on the device's hard drive. SSL provides the best form of encryption to protect information throughout its use.

Monitor copiers, printers, scanners and faxes
Maintain audit trails that specify who used the device, what information was accessed, when it was accessed and the date and time accessed..

Keep a digital archive of all fax transmissions
Ensure the ability to review fax transmissions for unauthorized transmissions, keeping an archive record is required.

Verify delivery of faxes to authorized destinations
Fax machines require a unique protocol, including the ability to verify the destination of the fax transmission and confirm that it reached the intended destination.

Streamline processes to minimize file handling
Minimize the number of persons who will copy, fax, print or scan PHI within any given process

Are your printers and copiers HIPAA compliant?

We can help!

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