

Health Information Compliance Alert

Security: Don't Duplicate HIPAA Violations: Secure Your Digital Copiers Now

Avoid major security risks with these tips

If you're using a digital office copier in your work place, each copy you make could add up to thousands of confidential health records inside the machine's memory. Don't worry, though: Securing that data is a breeze with a little advice from **Eli's** experts.

The Basics: Many modern copiers are networked digital multi-taskers, capable of printing, copying, scanning, faxing and more. To achieve this level of productivity, these multi-functional devices (MFDs) are equipped with memory and/or a hard drive, similar to your PC, says **Vince Jannelli**, senior manager of solutions marketing for **Sharp Electronics**.

Warning: As a result of the vast amount of data that can be stored inside these copiers, information lingers long after a copying or printing job is completed. "When these devices move from one department to another - or they're either returned when their lease expires or sent offsite for repair or upgrade -confidential information moves with [them]," notes Jannelli.

Additionally, confidentiality of PHI can be compromised if a member of your staff accidentally - or, perhaps intentionally - retrieves documents sitting in the printer's output tray. "It's not uncommon for [an] authorized user to print a confidential document and then get sidetracked on the way to retrieve it. It can be nearly impossible to keep that data secure unless precautions are taken," warns Jannelli.

Take Action: These steps will help you safeguard your patients' PHI shown in this article.

