

HIPAA desk reference

2026 | Keep this near your workstation

Need to report an incident? Contact Joshua Fenn, HIPAA Compliance Officer, at 248-258-0001 or notify your supervisor immediately.

Before opening a chart

Do I need this chart for an assigned task? Use my own login; do not look up family, colleagues, or acquaintances out of curiosity.

Before sending or discussing PHI

Check the patient, recipient, purpose, and approved channel. For routine payment/operations work, limit the data to what is reasonably needed. Treatment disclosures to another provider have a minimum necessary exception. Ask about a patient's wishes before discussing relevant care information with family or friends when the patient can decide.

Before responding to an unusual request

Send legal demands, law enforcement requests, publicity, patient photo/testimonial requests, and records marked as 42 CFR Part 2 to the privacy/records process. Do not assume a subpoena or family relationship automatically authorizes a full chart release.

At your workstation

Lock the screen. Secure printouts and faxes. Use shred bins. Do not share passwords or send PHI through personal email or unapproved apps. Verify unexpected login prompts and suspicious messages.

If you make a mistake

Report it now, including a wrong recipient, wrong chart, lost device, suspected phishing, or misplaced paper. Save key facts; the privacy/security team handles the investigation and any notices.

Use with the current practice policies and 2026 staff guide. This is a reminder, not a complete release-of-records procedure.