| Example 1 |

Violation 1 | Always lock your computer when you step away from your workspace.

Here are easy steps to lock your screen. Do not wait for it to lock due to inactivity:

1. Click the Windows button on your keyboard and the letter "L" at the same time.
2. Click Ctrl+Alt+Delete at the same time.
3. Click on the Windows button on the screen, then click your Windows Account profile photo, then "Lock."

In case you forget to lock your computer, do you have a policy that implements automatic logoff after a predetermined time of inactivity? Is the automatic logoff feature activated on all workstations with access to EPHI?

At a minimum, all safeguards required for office workstations must also be applied to workstations located off-site.

Violation 2 | PHI in paper form must not be discarded in trash bins, unsecured recycle bags or other publicly accessible locations.

Use a shredder or designated secure shred boxes to properly dispose of PHI

1. What do you do when you find documents that contain PHI?
2. Are you requesting a document of destruction from your shredding vendor each time your records are destroyed?

| Example 2 |

Violation | Avoid breaches by never taking photos/videos on your personal phone or personal computers under any circumstances while working onsite.

In addition, staff should not risk taking selfies at work to post on social media because they may capture PHI in the background on whiteboards, desks, residents' rooms, etc.

Review your mobile device and social media policies that outlines HIPAA-compliant guidelines.

| Example 3 |

Violation | Whenever possible, position your workstation so the computer screen is not visible to passersby.

If repositioning is not possible, use computer privacy screen guards to protect against unauthorized viewing of PHI. Guards limit viewing to the person sitting directly in front of the screen.

Do your policies and procedures specify the use of additional security measures to protect workstations with EPHI, such as using privacy screens, enabling password protected screen savers or logging off the workstation?