

HIPAA at Home

Teleworking and PHI



Paper Documents

- DO** keep documents physically secured.
- DO** shred or destroy them when no longer needed.
- DO NOT** allow unauthorized individuals access (e.g., spouse, kids, or friends).
- DO NOT** dispose them in the trash or recycling.



e-PHI

- DO** use Office365 (e.g., Outlook, Teams, OneDrive).
- DO** save files to OneDrive.
- DO** use VPN when connecting to Shared Network Drives.
- DO** use encrypted email when sending to non-University contacts, including UNC Health.
- DO NOT** use unapproved apps or services (e.g., iCloud, DropBox, Google Drive).
- DO NOT** save files to your personal computer.



Phone and Video Conferencing

- DO** use your home phone or cell phone for calls.
- DO** keep conversations to a reasonable volume.
- DO** use Webex.
- DO** use Epic InBasket and Teams instead of text.
- DO NOT** have sensitive discussions near unauthorized persons.
- DO NOT** send PHI via text messages.

[Click here to sign up for a Webex account](#)



Other Helpful Tips

Remember to use the **minimum necessary** PHI needed to complete the task.

For technical support, call **919-962-HELP** or submit a ticket/click to chat at help.med.unc.edu.