

## HIPAA PRIVACY / SECURITY

- Do not share your password with anyone.
- Access only those patient records that you are treating /consulting and only those records which have a job-related reason to access.
- EPIC Secure Chat is the only approved method for Texting Protected Health Information (PHI).
- When an employee resigns/is terminated, you MUST notify Management Information Systems (MIS) to disable his/her access.
- DO NOT USE EPIC to access your own medical record. To access your personal medical record use Conemaugh MyChart, visit [mychart.conemaugh.org](http://mychart.conemaugh.org).