Transmission of Personal Health Information via Fax Checklist

BEFORE Faxing You Must:

1. Make sure the documents you are faxing include a fax cover sheet that:
   - ☐ **Clearly identifies who is sending the fax; (Sender name)**
   - ☐ **Clearly identifies who the fax going to; (Recipient)**
   - ☐ **Records the total number of pages being faxed (including the coversheet); and**
   - ☐ **States the site approved confidentiality statement.**

2. Double check that you have the correct fax number for the person you are sending the fax to.

3. Once you have keyed in the fax number, confirm it is the correct number before pressing the "send" button.

AFTER Faxing You Must:

1. Remove the documents from the fax machine no documents containing personal health information should never be left unattended on a fax machine.

2. Check the fax confirmation sheet or display to make sure that all the pages were successfully sent and that they went to the correct recipient.

3. When a fax contains extremely sensitive information, contact the receiver prior to faxing and to confirm receipt of the fax.

RECEIVING Faxed Documents:

1. Remove the documents from the fax machine as soon as possible. No documents containing personal health information should ever be left unattended on a fax machine that is not located in a secure area only accessible by Southern Health-Santé Sud staff.

2. Check to make sure that all pages sent to your site were received.

When personal health information is mistakenly faxed to the wrong site or person (Recipient) you MUST notify your supervisor, manager or site Privacy Officer/Advisor immediately to report the breach.