COMMUNITY MENTAL HEALTH AUTHORITY

ADMINISTRATIVE POLICY AND PROCEDURES MANUAL				
Chapter **Program Quality**	**Section** **HIPAA**	**Chapter** **05**	**Section** **03**	**Subject** **18**
Subject **Transmitting PHI Via Fax Machines**	**Authorization**		**Approved: 08/30/05** **Replaces: None**	

Reviewed/No Updates: October 2024; October 2025

I. PURPOSE: To establish policy and procedure regarding the transmission of Protected Health Information through electronic media of agency fax machines.

II. APPLICATION: All employees of Gogebic Community Mental Health Authority (GCMHA).

III. DEFINITIONS:

A. HIPAA: Health Insurance Portability and Accountability Act

B. Protected Health Information (PHI): Individually identifiable health information

C. Electronic Media/Facsimile (fax) Machine: An electronic device to transmit paper documents to other agencies.

IV. POLICY: All faxes containing PHI are to be transmitted through the Medical Records Office to limit and protect the disclosure of this information. This includes all incoming and outgoing transmissions.

V. PROCEDURE:

A. Incoming PHI: The Medical Records Coordinator is responsible for receiving all PHI from other agencies on the fax machine located in the Medical Records Office. The Medical Records Coordinator is responsible for distributing the PHI that is received on this machine to the intended recipient through interoffice mail.

B. Outgoing PHI: The Medical Records Coordinator is responsible for transmitting all PHI from CMHA to other agencies on the fax machine located in the Medical Records Office. The Medical Records Coordinator receives requests from employees and then transmits the requested PHI to other agencies.

C. Administrative Only Information: All fax machines other than the fax machine located in the Medical Records Office are Administrative Only fax machines. PHI CANNOT be transmitted to or received on Administrative Only fax machines. All senders of PHI are given the fax number for the Medical Records Office. If a fax containing PHI is received in error on an Administrative Only fax machine, a cover sheet is immediately sent back to the sender to notify them of the error and request that they refax the information to the correct fax number for PHI. CMHA letterhead states these numbers separately: the fax number for PHI and the fax number for Administrative Only information.

VI. REFERENCES AND LEGAL AUTHORITY: 45 CFR Part 164 Section 530 (c)

VII. EXHIBITS: Fax Cover Sheet; Fax Received in Error Cover Sheet