FLUXLABS

WALL POSTER · MEDICAL AND DENTAL

Patient privacy starts at the front desk.

HIPAA basics for everyone who checks patients in, answers phones or handles records.

1. **Screens face away from patients.**
   Lock them when you step away. A privacy filter helps at a busy counter.

2. **Your sign-in is yours.**
   Never share it, even on a busy day. Every look at a chart is logged under your name.

3. **Check who's calling.**
   Confirm identity before sharing anything. Callers pretending to be insurers or patients are common.

4. **Paper and faxes get picked up.**
   Collect printouts and faxes right away, and shred them when done.

5. **Only what's needed.**
   Look up and share the minimum needed for the task in front of you.

Something went to the wrong person?

Tell your privacy officer right away. Fast reporting is how small mistakes stay small. IT problem? Call your IT support.