

**FACSIMILE TRANSMITTAL**

A student is not permitted to fax any Protected Health Information (PHI). A student is permitted to monitor incoming facsimile documents containing PHI as part of his or her clinical education.

Responsibility: Students, Program Officials  
Standard: Information Management

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To protect the patient and students from issues associated with the transmission of PHI, a student is not allowed to transmit documents containing PHI.

A student may use the fax machine for academic purposes or to transmit other documents that do not contain PHI.

Fax cover sheets shall not be required for faxes from fax machines to preprogrammed departments numbers within Regional West Medical Center ("RWMC"). Faxes to any facility or person outside of RWMC or to any department or person within RWMC without a preprogrammed fax number shall require a fax covered sheet.

The cover sheet should include at least the following:

- a. Intended receiver
- b. Fax number
- c. Company (if applicable)
- d. Date
- e. Sender
- f. Pages included in the fax
- g. Subject

The student should always double check the recipient's fax number before pressing the "send" key.

**General Information**

- a. Use of the fax is restricted to hospital business.
- b. Fax machines are located in secure areas and have limited access.
- c. A student that is scheduled at clinical location where facsimiles are received may monitor incoming documents, remove them immediately upon receipt, examine them to assure receipt of all pages and that all pages are readable.
- d. Notify the recipient, or if the document is to be forwarded, place in an envelope and address it to the appropriate individual.

**Misdirected Transmission**

- a. If an individual receives documents inappropriately, contact the sender immediately for further instructions.
  
- b. If a fax containing PHI has been misdirected or an individual has been notified of misdirection, have the recipient mail the document back to the individual and notify a supervisor to obtain the proper form for documentation of the misdirection.

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Signature  
Stephanie Cannon, MSRS, RT(R)(ARRT)  
Program Director

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Signature  
Joshua Lively, MHA, BSRT(R), RT (R)(VI)(ARRT)  
Director of Imaging Services

Reference: Hospital Policy #103.0.01

Reviewed: 6/2011, 4/26/12, 2/21/13, 1/15/16, 1/13/17, 1/12/18, 1/17/19, 6/4/20, 9/9/21  
Revised: 2/7/14, 1/30/15