

Requesting Lab Results by Facsimile (FAX)

1. The HIPAA Privacy and Security Rules for Personal Health Information (PHI) requires reasonable actions to be taken in order to protect patient information from improper disclosure. The use of the telephone facsimile may include some risks to the privacy of a patient when used incorrectly:
 - Misdirected facsimile - due to incorrect number provided or dialed
 - Facsimile machine *not* located in a *secure* area.
2. Indiana University Health Pathology Laboratory (IUHPL) will only report test results via facsimile, at the request from a member of the patient's healthcare delivery team.
 - The request to send the report by facsimile:
 - May be *written on the request at the time of the order*
 - Requested by telephone by the patient's healthcare team
 - The telephone *fax-number* should be provided at the time of the request
3. If you routinely obtain your reports by facsimile, you need to provide this lab with an appropriate telephone facsimile number. You need to send the laboratory a notice of change, if you change the fax-number.
4. Indiana University Health Pathology Laboratory will practice the following safeguards for facsimile transmissions:
 - First page of all facsimiles will be a "Cover Sheet" with the name of the intended recipient, their fax-number, and a "Confidentiality Notice"
 - Secure all locations where facsimile machine are located within our labs
 - Limit the number of locations transmitting facsimiles containing PHI in an effort to reduce possible error.

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Modified January 2011