



Policy Title: Reasonable Safeguards		POLICY #: 70.2.62	
		Line of business: ALL	
Department Name: Utilization Management	Original Date 7/02	Effective Date 5/19	Revision Date 12/18
Department Head: Sr. Director, UM 			Date: 3/21
Medical Services/P&T Committee: (If Applicable) PHP CMO 			Date: 3/21

PURPOSE

To establish a policy and procedure for Blue Shield of California Promise Health Plan to provide physical safeguards to protected health information (PHI) in the Utilization Management (UM) Department.

POLICY

The utilization management (UM) staff will provide physical safeguards to protected health information and prevent from accidental or intentional use or disclosure of PHI that is a violation of HIPPA requirements.

PROCEDURE

1. Each employee will keep all protected health information in a locked file cabinet when he/she is leaving the work area.
2. Each employee will log-off his/her computer when he/she is leaving the work area
3. Fax machine will be placed in a secure, locked area. Only authorized personnel can retrieve incoming faxes.

A "UM personnel only" sign will be posted in the UM hallways to restrict access to the UM Department.

REFERENCES