

Cyber Security Checklist for Protected Health Information (PHI)



University of Florida
Office of
IT Security Management

PHI is any information that links an individual with their physical or mental health condition such as:

- Name of individual or relative
- Any address smaller than state
- Telephone numbers
- Electronic mail address
- Social security numbers
- Medical record numbers
- Account numbers
- Health plan beneficiary number
- Dates such as birth, admission, or discharge
- Full face photographic images and any comparable images
- *Any other unique identifying number, characteristic, or code*

PHI Safeguards:

- ✓ Do not access PHI without authorization
- ✓ Access PHI using only authorized applications
- ✓ Report exposed data immediately to the UF Privacy Office
- ✓ Unless you have special permission, do not transmit PHI in email
- ✓ Never transmit PHI in instant messages
- ✓ Unless you have special permission, do not store PHI on:
 - A desktop computer
 - Position screen so that it's not viewable to others
 - A computer that is not professionally managed, such as your home computer
 - Maintain current software updates
 - Maintain current anti-virus updates
 - Use a firewall
 - A laptop, PDA or smart phone or other portable devices
 - Do not remove from campus without authorization
 - Don't synchronize with home computer.
 - Protect device as you would a wallet or purse.
 - Removable media such as CDs, DVDs and USB thumb drives
 - Protect media as you would a wallet or purse.
- ✓ Regardless of the use, practice the following safeguards
 - Obtain approval for all devices, media and software used with PHI
 - Use strong passwords to access PHI
 - Password-protected screensaver with a short time-out
 - Minimize the amount of data stored
 - Minimize the length of time data is stored
 - Encrypt stored data, preferably using whole-disk encryption
 - Only use applications that encrypt transmitted data
 - Encrypt backups and minimize backup retention time
 - Render all media unreadable prior to reuse or disposal