

# Client Alert

**Topic:** Protect Your Patient's Health Information (PHI)

**Envelopes Are Required For Forms with PHI**

**Effective Date:** September 25, 2007

We continue to see inappropriate submission of forms with protected health information on them. The most common Regional Laboratory forms that are handled without protecting PHI include: Verbal Order, Add on Testing, Billing Edit Form. Most of our forms include instructions that they should be faxed to our secure Client Service Department fax (605-322-7183).

If you must absolutely send the "hardcopy" with one of our couriers, instead of faxing, you MUST put the form in a sealed envelope to protect the PHI on the form. We would also ask that you do not drop forms off at the hospital location and request that forms be sent through the pneumatic tube system without being in an appropriate envelope.