

Best Practices for Safeguarding Data

- 👉 Ensure that your notes and working papers that may contain PII/PHI are shredded or put in a burn bag
- 👉 Verify the fax number prior to sending PII/PHI to ensure the data are sent to the correct recipient
- 👉 Remove your Common Access Card (CAC) from your computer to prevent unauthorized access to data
- 👉 Encrypt e-mails when transmitting PII/PHI to ensure the information is protected
- 👉 Avoid clicking on links sent in unsolicited e-mails
- 👉 Double check all documents containing PII/PHI to prevent any misfiling of information
- 👉 Ensure hard drives are erased using prescribed Information Assurance procedures when disposing equipment
- 👉 Perform frequent workforce training on the appropriate handling of PII/PHI to prevent breach occurrences
- 👉 Make certain that filing cabinets are purged prior to moving or disposal
- 👉 Always use a cover sheet with a confidentiality disclaimer statement when sending faxes
- 👉 Challenge “anyone” who asks to see PII or PHI for which you are responsible and determine if they have a need to know
- 👉 Prevent anyone looking over your shoulder when you are accessing PII/PHI
- 👉 Refrain from sharing your passwords/Personal Identification Numbers (PINs) with anyone
- 👉 Verify that the e-mail extension makes sense

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