

# AVOID INAPPROPRIATE DISCLOSURES OF PHI



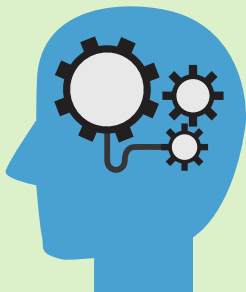
## DON'T ASSUME

that the person you're talking to is, in fact, supposed to receive PHI



## DOUBLE CHECK

email addresses and phone numbers before sending



## BE FIRM

and kind, but confirm identities before disclosing any PHI