

**FACSIMILE TRANSMITTAL**

A student is not permitted to fax any Protected Health Information (PHI). A student is permitted to monitor incoming facsimile documents containing PHI as part of his or her clinical education.

Responsibility: Students, Program Officials  
Standard: Information Management

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To protect the patient and students from issues associated with the transmission of PHI, a student is not allowed to transmit documents containing PHI.

A student may use the fax machine for academic purposes or to transmit other documents that do not contain PHI.

Faxes to any facility or person shall require a fax covered sheet.

The cover sheet should include at least the following:

- a. Intended receiver
- b. Fax number
- c. Company (if applicable)
- d. Date
- e. Sender
- f. Pages included in the fax
- g. Subject

The student should always double check the recipient's fax number before pressing the "send" key.

**General Information**

- a. Use of the fax is restricted to academic/hospital business.
- b. Fax machines are located in secure areas and have limited access.
- c. A student that is scheduled at clinical location where facsimiles are received may monitor incoming documents, remove them immediately upon receipt, examine them to assure receipt of all pages and that all pages are readable.
- d. Notify the recipient, or if the document is to be forwarded, place in an envelope and address it to the appropriate individual.

**Misdirected Transmission**

- a. If an individual receives documents inappropriately, contact the sender immediately for further instructions.

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Signature  
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Program Director

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Director of Imaging Services

Reference: Hospital Policy #103.0.01

Reviewed: 6/2011, 4/26/12, 2/21/13, 1/15/16, 1/13/17, 1/12/18, 1/17/19, 6/4/20, 9/9/21, 2/3/2022  
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