### Purpose:
To safeguard and protect the privacy of Protected Health Information ("PHI") through administrative, technical, and physical safeguards. Facsimile ("fax") machines provide a useful mechanism for rapid and cost-effective communication when transmission of information is time sensitive and cannot be delivered by regular mail or in an encrypted email. However, all attempts to obtain this information via the Health Quest Systems, Inc. and its affiliates ("HQ") Information Systems should be exhausted prior to faxing. The transmission of PHI by fax poses significant privacy risks associated with misdirected faxes or the delivery of faxes to machines in unsecured locations. The purpose of this policy and corresponding procedure is to establish the process to preserve the privacy and security of PHI transmitted to or from HQ and its affiliates by fax.

### Policy:
HQ Workforce Members shall use additional precautions to protect the confidentiality of PHI when transmitting or receiving it by fax.

### Definitions:
See HIPAA Glossary

### Enforcement:
All individuals whose responsibilities are affected by this policy are expected to be familiar with the basic procedures and responsibilities created by this policy. Failure to comply with this policy and related procedure may result in remedial and/or disciplinary action, up to and including termination of any employment or other relationship.

### References:
- 45 CFR§164.508 Uses and Disclosures
- 45 CFR§164.530(c) Safeguards
- HQ 5.2.19 Fax Procedure
- Connecticut State Law: Senate Bill 949 - Act Improving Data Security and Agency Effectiveness

### Policy History:
- Supersedes: 2/13/2019
- Original Implementation Date: 8/06/09
- Date Reviewed: 2/28/2020
- Date Revised: 2/27/2014, 2/13/2019, 2/28/2020
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**APPROVAL:**

Wayne A. Matthews  
Policy Owner

2/28/20  
Date