

## Ten Things You Must Not Do (Personal Information Protection)

### 1. Don't leave medical records and auxiliary medical records lying around

Don't leave patients' medical records, auxiliary medical records, or instruction sheets lying around on counters or trolleys where other patients or visitors can easily see them.

You're the one responsible if it gets seen or taken!

### 2. Don't use computers and so on where they are visible to others.

When browsing patient information using a computer at a reception desk, clinic, or nurse station, don't use it in a place where other patients or visitors can easily see it.

You're the one responsible if it gets seen by an unauthorized person!

### 3. Don't forget to lock doors when you're away

In order to protect computers and medical charts located in clinics and treatment rooms, don't forget to lock the door.

You're the one responsible if they get damaged or taken!

### 4. Don't talk about patients in the corridors

Communication concerning patients' symptoms, status or attitudes should not be conducted in places where other patients or visitors can overhear, such as in corridors. Of course, this also applies to restaurants and bars.

You're the one responsible for complaints!

### 5. Don't take patient information home

Don't take home computers, CDs or documents containing patient information.

You're the one responsible for newspaper articles!

### 6. Don't disclose patient information through websites, blogs, or social media

Observe the duty of confidentiality and don't disclose patient information on the internet.

You're the one responsible for hurting others unknowingly!

### 7. Don't leave your desk with your computer screen showing

Don't leave your desk with patient information such as electronic medical records or important hospital information showing on your computer screen. When leaving your desk, don't forget to log off or set a screen locker.

You're the one responsible if it gets used by an unauthorized person!

### 8. Don't put random stuff on your computer

Don't install or download apps or files from email or the internet or from unauthorized flash memory or CDs without due caution. Don't forget to check apps and files for viruses.

You're the one responsible for spreading viruses!

9. Don't throw away documents containing patient information

Copies, instructions, notes and other documents containing patient information must be disposed of carefully by shredding.

You're the one responsible for data leaks!

10. Don't decide yourself how patient information should be handled

If you're in doubt about how to handle patient information, check with your supervisor, follow instructions, and don't decide how to handle it yourself.

You're the one responsible if you act on your own and get punished!