

HIPAA

Health Insurance Portability and Accountability Act

Do the Right Thing

- **Protect member information by complying with HIPAA rules and regulations.**
- **Log off and lock your computer before you leave your workstation.**
- **Retrieve sensitive information from common printers immediately.**
- **When printing to a common printer, use the “locked print” function, if available.**
- **Do not permit others access to work areas. Everyone must swipe their own badge.**
- **Do not store member information on any portable device.**
- **IMMEDIATELY report any stolen equipment such as a laptop, hard drive, or Blackberry to the IT Helpdesk: 1-866-333-1444.**

The Company will not tolerate any retaliatory actions against those who report potential non-compliance.

Fraud/Waste/Abuse & Ethics Hotline

1-800-388-1563

To file a report online, go to: www.tnwgrc.com/UniversalAmerican
For additional information, visit the Compliance page of the UAM Intranet at:
portal.UniversalAmerican.com/compliance