County of
San Bernardino
Department of
Public Health

DPH HIPAA Security Reminders

Visual Safeguards...

Documents in Use

- ***Store documents*** **in lockable desks or file rooms**
- ***Ensure open area storage systems*** **are locked**
- ***Obtain lockable storage,*** **if none is available**
- ***Turn documents upside down*** **when an employee leaves his or her desk**

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