



Performance Driven. Patient Oriented.

Subject:	Acknowledgment
Policy:	Home Office Policy & Guidelines
Applies To:	All Employees
Effective Date:	July 1, 2015

Below are established guidelines for all HCFS, Inc. employees that work out of a home office. These guidelines are to be followed at all time, specifically during and after employment.

Current and former HCFS employees should not print any Protected Health Information (PHI) at home. PHI can be reviewed or worked on-line, but PHI (including all account information) should not be printed outside the hospital.

Current HCFS employees are responsible for disclosing when any new HCFS equipment is purchased or brought into the employee's home work environment. Our IT Department should have an updated listing of all HCFS equipment at all times.

Each employee is expected to conduct HCFS business on an HCFS computer at all times. Accounts should not be worked from a personal home computer. All HCFS material and PHI should be contained on HCFS equipment. This includes saving or downloading HCFS documentation.

HCFS employees should always consider our Company and Client HIPAA Compliance procedures on handling PHI. Examples include logging off computer when leaving the environment in which you are working, avoid calling patients in front of others, ensure all PHI is not left unattended, etc. If you do not have hospital access, then you must ensure all PHI is locked in HCFS issued cabinets.

Each employee should avoid using their home phone numbers when conducting business. When calls must be made, utilize the company issued cell phone.

HCFS employees should not store files, contracts, or other HCFS documents in their home office environment. These documents should only be available on the HCFS computer.

HCFS employees should ensure that any wireless network is secure to protect PHI. Others should not be able to access this information, so if you are uncertain if your wireless connection is secure, then discontinue your HCFS work until the security is confirmed.

HCFS employees should not transport or store any patient files to their home. PHI must be protected at all times.

If employment ends at HCFS, the former employee is expected to shut down the home office set up following these guidelines:

- Return all company property to Human Resources in the Frisco office.
- Do not attempt to remove any documents from the HCFS computer before shipping. We will be sure to forward you any personal material, but we need to ensure that the Computer is kept in tact and the appropriate programs are kept.

If the home office has been established because hospital access has been denied:

- Make a detailed list of what files are being shipped and enter this information on the Manifest form on the Company Portal (under the HR Tab).
- Box all files and tape up to ensure that they cannot be opened during shipping.



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As of the date below, I have been given, have read and understand the HCFS, Inc. Home Office Policy and Guidelines. I agree to follow the parameters outlined in this document during and after my employment practices.

Sign this statement and submit to Human Resources. Keep a copy of this signed document for your records.

Acknowledged and Agreed to by:

Signature

Printed Name

Date