Winnipeg Regional Office régional de la
Health Authority santé de Winnipeg
Caring for Health À l'écoute de notre santé

**GUIDELINE:**

**FAXING**
**PERSONAL HEALTH INFORMATION**

---

**BEFORE FAXING YOU MUST:**
1. Make sure the documents you are faxing include a fax cover sheet that:
   ☐ Clearly identifies who is sending the fax; (Sender)
   ☐ Clearly identifies who the fax going to; (Recipient)
   ☐ Records the total number of pages being faxed (including the coversheet); and
   ☐ States the site approved confidentiality statement.

2. Double check that you have the correct fax number for the person you are sending the fax to.

3. Once you have keyed in the fax number, confirm it is the correct number before pressing the "send" button.

---

**AFTER FAXING YOU MUST:**
1. Remove the documents from the fax machine – no documents containing personal health information should ever be left unattended on a fax machine.

2. Check the fax confirmation sheet to make sure that all the pages were successfully sent AND that they went to the correct recipient.

3. Keep a copy of the fax confirmation sheet with the original documentation that was faxed.

4. When a fax contains extremely sensitive information, contact the receiver to confirm receipt.

---

**RECEIVING FAXED DOCUMENTS:**
1. Remove the documents from the fax machine as soon as possible. No documents containing personal health information should ever be left unattended on a fax machine.

2. Check to make sure that all pages sent to your site were received.

---

*When personal health information is mistakenly faxed to the wrong site or person (Recipient)*
*you MUST notify your supervisor, manager or site Privacy Officer immediately to report the*
*breach!*

---

**For more detailed information on faxing refer to**:
WRHA Policy 10.40.130 Transmission Of Personal Health Information Via Facsimile ("Fax")