

**UNIVERSITY OF FLORIDA**  
**INFORMATION PRIVACY POLICIES & PROCEDURES**  
**HEALTH INFORMATION OPERATIONAL GUIDELINES**

**Security: Video- and Audio-Conferences**

**A. POLICY**

06/01/2005

1. **Pre-Approval Required:** Video- and audio-conference programs and services involving the use or disclosure of Protected Health Information (PHI) must be reviewed and approved by the Privacy Officer and the Information Security Officer. The following items must be defined and approved prior to initiating electronic conferencing systems:
  - a) *Security of transmissions, including adequacy of privacy and security at both the point of initiation and point of reception, transmission modes, and network security.*
  - b) *Compliance with interstate and international privacy laws, as appropriate.*
2. **Patient Rights:** Patients (or personal representatives) must be given time to review the Alert for Electronic Communications, and ask questions, and must sign an Authorization to Use or Disclose PHI via Electronic Media prior to the conference. If the transmissions will be recorded for later use in teaching, this potential use must be included in the authorization.

**B. DEFINITIONS**

1. **Video-conference:** A meeting among persons where both sound and image transmission technologies are utilized simultaneously. Communication is multi-way and synchronous, as it would be if all parties were in the same room; also known as teleconferencing and tele-health or tele-medicine.
2. **Audio-conference:** Real-time verbal communications over distances, using electronic sound transmission systems, between two or more persons.

**C. PRIVACY REQUIREMENTS**

**A covered entity may not use or disclose protected health information except as permitted or required by federal and state privacy regulations.**

**D. PROCEDURES**

**Discuss all plans for video- or audio-conferences that will involve PHI with the Privacy Officer and the Security Officer.**

**E. REFERENCES**

**HIPAA:** 45 CFR §164.502 (Uses and Disclosures: General Rules), §164.312 (Technical Safeguards)

**F. EXHIBITS**

**Alert for Electronic Communications**