

## **Safeguarding Protected Health Information and Avoiding Copyright Infringement – Policy of ACS Division of Education**

The American College of Surgeons (ACS) takes very seriously issues relating to safeguarding of Protected Health Information (PHI) and avoiding copyright infringement. ACS expects all presenters to ensure their presentations do not include any protected patient information or photographs, graphics or other materials that may violate these laws.

The following details should be helpful to presenters.

### **Examples of PHI**

- Names (ie patient, physician, family members)
- Social Security numbers
- Dates that are patient identifiers (date of birth, admission/discharge date, etc.)
- Medical record numbers
- Telephone numbers
- Geographic data
- Fax numbers
- Email addresses
- Account numbers
- Health plan beneficiary numbers
- Certificate/license numbers
- Vehicle identifiers and serial numbers including license plates
- Web URLs
- Device identifiers and serial numbers
- Internet protocol addresses
- Full face photos and other identifiable images
- Biometric identifiers (ie retinal scan, fingerprints)
- Any unique identifying number or code

### **Examples of Copyrighted Material**

- Music
- Cartoons
- Photographs
- Movies
- Books/publications
- Other written works
- Videos
- Audiotapes
- Drawings
- Artwork
- Speeches
- Slides

Note: For demonstration purposes, a speaker may replace patient data with dummy data such as fake names, dates, addresses, etc. in their presentation.

For additional information, please visit: [www.hhs.gov/hipaa/for-professionals/privacy/special-topics/de-identification/index.html](http://www.hhs.gov/hipaa/for-professionals/privacy/special-topics/de-identification/index.html)