## Best Practices to Minimize Risk in Epic

- **1.** Do not mistake the EMR for a telephone directory.
- **2.** Because you can...does not mean you should.
- **3.** NEVER write down or share your passwords.
- **4.** Log out of your computer or lock your computer when you walk away from it.
- **5.** Do not let the fear of an "audit hit" hinder your job performance.
- 6. If in doubt...ASK!

In order to report a potential breach, please contact us at: <u>hipaa@yale.edu</u> or 203-432-5919