

# HIPAA

## MONTHLY ALERT

**April 2017**

1. **Never give out your password via e-mail or phone.** The IT Department will NEVER ask for it in this manner.
2. **Do not use passwords that are tied to something on your desk.** This is an easy way for malicious users to guess your password (e.g. your dog “Fred”).
3. **Passphrases and sentences are easier to remember than passwords and more difficult to crack.** “I love my Privacy Officer” – difficult to break and easy to remember!
4. **If you need to write down a password, keep it ‘double locked’ or encrypted.** Microsoft Office gives great instructions to encrypt a word document. Please be sure that you do not have any stray notes lying around with passwords on them.
5. **Do not leave your computer unlocked.** It is easy for an attacker to gain control of systems from a single computer.
6. **Do not use your password from Liberty’s Network for other accounts.** We cannot guarantee the safety of your password in other locations, so if it gets compromised or sold elsewhere, it compromises Liberty’s Network.



Please look each month for our HIPAA Monthly Alerts distributed through your email.  
Send in any suggestions directly to me: [judiths@libertyhealth.com](mailto:judiths@libertyhealth.com),  
HIPAA Privacy Officer: Judith Ann Shields



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