**MEMORANDUM**

TO: SAM Administrator

 Sponsored Awards Management

FROM: PI

 Department

 College/Center/Institute/School

DATE:

PROJECT PERIOD:

RE: HIPAA Compliance (including use of portable devices)

In accordance with the HIPAA Omnibus Rule (January 2013), the Health Information Technology for Economic and Clinical Health (HITECH) Act of 2009, and other applicable federal regulations, I and all persons working on the ***Title of Proposal, (USCeRA Proposal Number)*** project agree to implement administrative, physical and technical safeguards that reasonably and appropriately protect the confidentiality, integrity and availability of the Protected Health Information (PHI) and Electronic Protected Health Information provided under (EPHI) the project provided under the project contract and/or Business Associate Agreement. Additionally, I will ensure the encryption/security of all PHI and EPHI stored on electronic storage material including, but not limited to, CDs, DVDs, external hard drives, USB flash drives, laptop/tablet computers, external hard drives, PDAs, portable audio/video devices (e.g. MP3 players, smartphones, digital pens, etc.). This definition includes photocopiers and scanners with internal hard drives that can be used to store information, and data that is transmitted over intranets. **PHI and ePHI should not be put in Dropbox, Google Drive or any "Cloud" data storage. Information stored on Departmental Servers should be secured per the standards set forth in Information Technology Policy 3.00 (updated 10/18/2016).** The Omnibus Rule also replaces the term "electronic media" with "electronic storage material" to align with the definition with the NIST standards for technology.

I have received the HIPAA Compliance email from you, my SAM Administrator, and am aware of what is required regarding the security of PHI and EPHI.A copy of this memorandum should be given to all personnel who are working with PHI or ePHI on this project.

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Principal Investigator Date

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Department Chair/Director Date