



APPENDIX A

Requirements for Faxing Information

The following minimum requirements shall be followed to avoid an information breach:

1. Users of paper and electronic fax machines shall:
 - a) Comply with all applicable **YAN** policies regarding the security of information and the protection and privacy of health, personal, and business information.
 - b) Where possible, use the speed-dial function and the built-in security features of the fax machine.
 - c) Gather all the required contact information for the recipient of the fax.
 - d) Where possible, take reasonable measures to verify the identity of the individual receiving the fax.
 - e) Visually check and verify the dialled number for accuracy prior to transmitting a fax.
 - f) Complete the **YAN** fax cover sheet containing the confidentiality statement.
 - g) Ensure fax cover sheets do not contain restricted, confidential, and/or protected information (including client-identifying personal or health information).
 - h) Print a transmission log report and/or record transmission in an associated fax log.
 - i) Promptly remove sent or received documents from the fax machine and store in accordance with **YAN** policies.

2. **YAN** Management shall:
 - a) Undertake a risk assessment to determine the need for putting fax machines in a secure area inaccessible to unauthorized persons.
 - b) Designate a person(s) to receive, sort, and file fax transmissions in a timely and secure manner.
 - c) Periodically update and confirm fax number lists, including pre-programmed numbers on fax machines.