

We'd like to take a moment to share an important reminder about the requirement for all team members to lock their workstations whenever they are left unattended.

Recently, our team investigated concerns involving workstations that were left unlocked and unattended. An unlocked workstation is an open door to patient information and can easily lead to unauthorized access. Locking your workstation when stepping away, even briefly, is more than just a good habit, it's a critical safeguard that protects our patients' information and helps ensure you're not held accountable for activity you didn't initiate.

The Compliance & Privacy team regularly performs access audits and may conduct ad hoc reviews in response to specific concerns. These audits are designed to protect both our patients and our team members by identifying inappropriate access and verifying that all activity is appropriate. A quick *Ctrl + Alt + Delete* before stepping away is one of the easiest and most effective ways to reduce risk.

As always, thank you for your continued commitment to upholding privacy standards and a culture of accountability and trust.

If you have any questions or concerns, please contact the Compliance & Privacy department.

- Direct line to Compliance and Privacy office: 1.877.266.7632 (1.877.COMPOFC)
- Anonymous Compliance Hotline: 1.877.888.4806
- Compliance email: CommunityHealthCompliance@uvahealth.org
- Anonymous online reporting: www.UVACommunityHealth.ethicspoint.com
- Anonymous mobile reporting: www.UVACommunityHealthMobile.ethicspoint.com