**Interoffice mail that contains patient health information must be properly addressed**

All Medical College of Wisconsin faculty, staff, residents and students must follow Health Insurance Portability and Accountability Act (HIPAA) privacy regulations and Wisconsin confidentiality laws when sending patient health information through interoffice mail. This includes sending information to Froedtert Hospital or Children’s Hospital of Wisconsin.

When sending patient health information through interoffice mail, all faculty, staff, residents and students must:

- Place all documents containing protected health information in a sealed envelope;
- Appropriately address each envelope to a specific faculty or staff member, not just to an office, clinic or site;
- Identify the secured information as “confidential;”
- Include the sender’s return address on the outside of the secured envelope in this format:
  
  Sender’s name  
  The sending department’s name  
  Building/room number

Also, never leave unsecured patient health information in any campus mailroom. If you bring patient health information down to one of the mailrooms to be sent out and do not have an interoffice envelope to secure it, please ask the mailroom staff for assistance.

If you would like to go to the Medical College’s HIPAA Web page, click here.