

DEPARTMENT OF HEALTH AND HUMAN SERVICES  
Public Health Service  
Indian Health Service

Refer to: OSM

ALBUQUERQUE AREA INDIAN HEALTH SERVICE CIRCULAR NO. 92-5

Albuquerque Area IHS Policy for Use of the Facsimile

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1. BACKGROUND

The facsimile (commonly referred to as "FAX") is a widely used method of communicating information from one location to another. Essentially, the FAX machine has the ability to send and receive copies of documents over ordinary telephone lines. In a typical FAX transaction, the document to be transmitted is placed in the document feeder of the FAX unit; then telephone number of the FAX unit to which the document is to be sent is dialed. In a short time, a replica of the original document is printed out at the destination FAX unit.

2. PURPOSE

The purpose of this circular is to establish Albuquerque Area Indian Health Service (AAIHS) policy and procedures for use of the facsimile (FAX) machine located in Offices Services Management (OSM).

3. POLICY

- a. The FAX machine shall only be utilized by AAIHS personnel.
- b. The FAX shall only be used for official government business. Information transmitted on the FAX should be information which needs to be urgently disseminated and therefore, should not be utilized to transmit routine correspondence.

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- c. Documents transmitted on the FAX are limited to fifteen (15) pages due to the expense of long distance telephone transmissions and in order to accommodate all users.
- d. Data considered "sensitive" in accordance with the Privacy Act and Freedom of Information Act shall not be transmitted via the FAX. Such data (See Section 3.) should be clearly labeled as "CONFIDENTIAL" and transported by the U.S. Postal Service or other crier service.
- e. An AAIHS FAX cover sheet (See Exhibit 1) is required for all transmissions.

4. SENSITIVE/CLASSIFIED DATA

Sensitive/classified data requires security due to the risks that could result from inadvertent or deliberate disclosure, alteration or destruction. Such data may consist of: medical records; proprietary data, i.e, records concerning individuals which require protection under the Privacy Act.

Information maintained by the government, which is accessible by name, social security number or other means, is not releasable under the Freedom of Information Act.

5. AUTHORITY

The Privacy Act of 1974.

The Freedom of Information Act.

IHS Delegations of Authority, Exhibit 1-5.2A.21, Amendment to PES ADP and Telecommunications Authority: •Telephone and Facsimile Equipment.

6. RESPONSIBILITIES

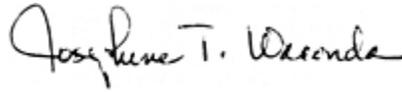
The following responsibilities are applicable to all staff of the AAIHS:

- a. The individual initiating the FAX shall prepare the cover sheet with the required information.
- b. Initiating personnel shall record all outgoing transmissions on the log-in sheet provided by OSM.
- c. All incoming transmissions will be recorded by OSM personnel.

- d. It is the responsibility of the recipient to ensure proper distribution of FAX messages.
- e. When information is expected via the FAX, each office is responsible for checking in OSM for incoming information in the box located adjacent to the FAX machine. OSM will not call the recipients upon receipt of messages.
- f. Each office is responsible for retrieving their transmissions and ensuring its accuracy. If the data received is inaccurate, the recipient must contact the sending office.

7. EFFECTIVE DATE

This circular is effective upon date of signature.



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Josephine T. Waconda  
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